

Harmony 3

Setting Up Teacher Grade Books-Elementary



Teacher grade books are set up for each grading period and finalized at the end of the grading period. To set up a grade book for a class, go to the Classroom...Grade Book view and then click the "New Grade Book" button.



This will give you a popup that will let you pick which subject to set the grade book up for. The subjects listed here are all the subjects that have been created by the teacher at the beginning of the school year.



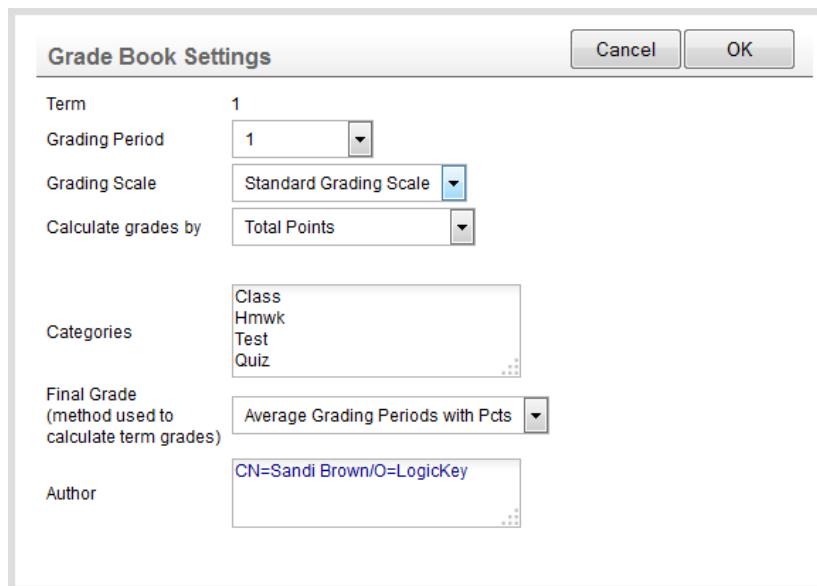
On the grade book setup, select the grading period the grade book will be for. Then select the grading scale from the list of scales entered by your office.

For the "calculate grades by" field, select either total points or percentages by category. "Total points" calculates grades by adding up the total points earned and dividing by the total points possible. "Percentages by category" calculates grades by categories. With this method, you will enter the percentage that each category is worth. Grades will be calculated by grouping assignments into these categories.

Next enter the categories for your assignments. If you are calculating grades by "Percentages by Category" you must also enter the weight per category. For each of these items, press "Enter" between each item.

Select the "Final Grade" calculation that will be used to calculate your final term or year grade. This choice is preset by the office and cannot be changed.

Lastly, your name should already be listed as author. Please do not change how this is formatted.

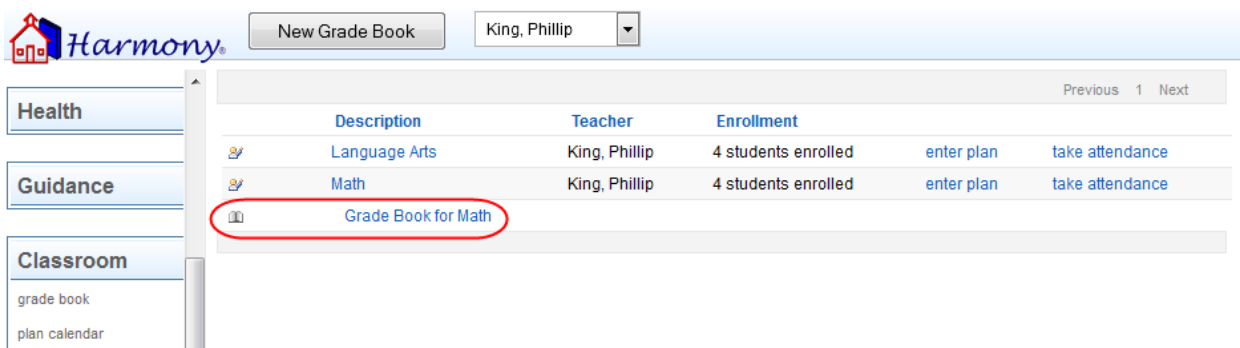


The "Grade Book Settings" dialog box contains the following fields and options:

- Term:** 1
- Grading Period:** 1
- Grading Scale:** Standard Grading Scale
- Calculate grades by:** Total Points
- Categories:** Class, Hmwk, Test, Quiz
- Final Grade (method used to calculate term grades):** Average Grading Periods with Pcts
- Author:** CN=Sandi Brown/O=LogicKey

Buttons: Cancel, OK

Upon clicking "OK" for the settings, your grade book will then be set up and will be listed under the main subject.



The Harmony interface shows the "New Grade Book" button and a dropdown menu for "King, Phillip". Below the navigation sidebar, a table lists the grade books:

Description	Teacher	Enrollment		
Language Arts	King, Phillip	4 students enrolled	enter plan	take attendance
Math	King, Phillip	4 students enrolled	enter plan	take attendance
Grade Book for Math				

The "Grade Book for Math" entry is circled in red. The sidebar on the left includes links for Health, Guidance, and Classroom (with sub-links for grade book and plan calendar).