

Harmony 3

Setting Up Teacher Grade Books-HS/MS



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.

The screenshot shows the Harmony 3 interface. On the left, there is a sidebar with buttons for 'Discipline', 'Health', 'Guidance', and 'Classroom'. The 'Classroom' button is circled in red. In the main area, there is a 'New Grade Book' button and a dropdown menu showing 'King, Phillip'. Below this is a table with columns for 'Description', 'Teacher', and 'Enrollment'. A red arrow points to the 'New Grade Book' button.

Description	Teacher	Enrollment
2 3010-02 English 10	King, Phillip	0 students enrolled
2 2408-02 Geometry	King, Phillip	2 students enrolled
5 2308-05 Calculus	King, Phillip	2 students enrolled
Grade Book for Calculus		
6 2408-06 Geometry	King, Phillip	1 students enrolled
7 3000sb-07 English 9	King, Phillip	0 students enrolled

This will give you a popup that will let you pick which class to set the grade book up for. The classes listed here are the classes that have been set up for the teacher by the guidance office. Choose the term you are setting up the grade book for and then select the class.

The screenshot shows a 'Choose Class' popup window. It has a 'Cancel' button in the top right. Below the title, it says 'King, Phillip'. There is a 'Term' dropdown menu set to '2' and a blue link that says 'be sure to choose the correct term'. Below this is a list of classes with radio buttons next to them. A red arrow points to the first class, '3010-02 English 10 Period 2'.

Choose Class Cancel

King, Phillip

Term **2** [be sure to choose the correct term](#)

- ☐ 3010-02 English 10 Period 2
- ☐ 2408-02 Geometry Period 2
- ☐ 2308-05 Calculus Period 5
- ☐ 2408-06 Geometry Period 6
- ☐ 2408-06 Geometry Period 6
- ☐ 3000sb-07 English 9 Period 7

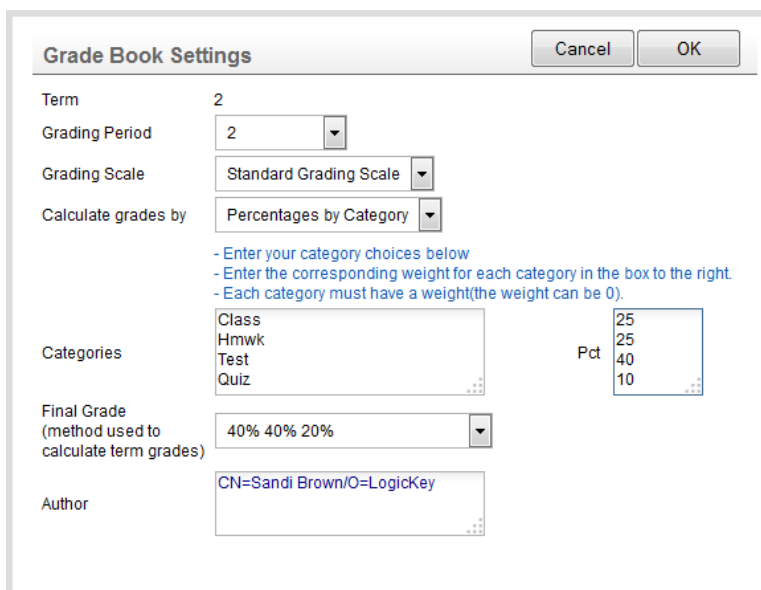
On the grade book setup, select the grading period the grade book will be for. Then select the grading scale from the list of scales entered by your office.

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 you wish to use to calculate your final term grade. These choices are preset by the office.

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



Grade Book Settings [Cancel] [OK]

Term: 2

Grading Period: 2

Grading Scale: Standard Grading Scale

Calculate grades by: Percentages by Category

Categories:

Category	Pct
Class	25
Hmwk	25
Test	40
Quiz	10

Final Grade (method used to calculate term grades): 40% 40% 20%

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



Harmony 3

New Grade Book King, Phillip

Discipline	Description	Teacher	Enrollment	enter plan	take attendance
Health	2 3010-02 English 10	King, Phillip	0 students enrolled	enter plan	take attendance
Guidance	Grade Book for English 10	King, Phillip	2 students enrolled	enter plan	take attendance
Classroom	2 2408-02 Geometry	King, Phillip	2 students enrolled	enter plan	take attendance
	5 2308-05 Calculus	King, Phillip	2 students enrolled	enter plan	take attendance
	Grade Book for Calculus	King, Phillip	1 students enrolled	enter plan	take attendance
	6 2408-05 Geometry	King, Phillip	0 students enrolled	enter plan	take attendance
	7 3008-07 English 9	King, Phillip	0 students enrolled	enter plan	take attendance