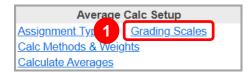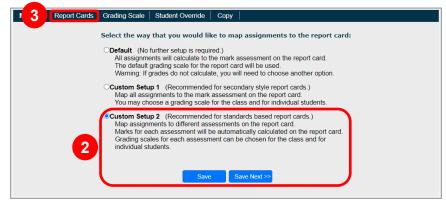# A+ GradeBook — *Setting Up a Standards-Based Class*

1 On the **Class Dashboard** for the desired class, below **Average Calc Setup**, click **Grading Scales**.
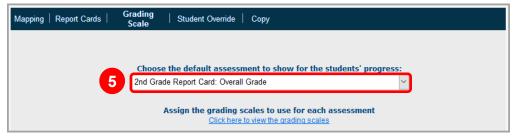
Average Calc Setup
Assignment Type   **1**   Grading Scales
Calc Methods & Weights
Calculate Averages

2 On the **Grading Scale Setup** screen that displays, select the **Custom Setup 2** radio button and click **Save**.

3 Click the **Report Cards** tab.

3 | Report Cards | Grading Scale | Student Override | Copy

Select the way that you would like to map assignments to the report card:

○ **Default**   (No further setup is required.)
All assignments will calculate to the mark assessment on the report card.
The default grading scale for the report card will be used.
Warning: If grades do not calculate, you will need to choose another option.

○ **Custom Setup 1**   (Recommended for secondary style report cards.)
Map all assignments to the mark assessment on the report card.
You may choose a grading scale for the class and for individual students.

● **Custom Setup 2**   (Recommended for standards based report cards.)
Map assignments to different assessments on the report card.
Marks for each assessment will be automatically calculated on the report card.
Grading scales for each assessment can be chosen for the class and for individual students.

2

Save   Save Next >>

4 In the **Available Report Cards** list, select the checkbox beside the report card you want to use for the class and click **Save Next**.

Mapping | **Report Cards** | Grading Scale | Student Override | Copy

Which report cards and interims do you plan to use?

Available Report Cards:
☐ High School Report Card
☑ 2nd Grade Report Card: Overall Grade
☐ Elementary School Report Card

Available Interims:
☐ Elementary School Interim

4

If your report card is not listed, you must go back to the Mapping tab and change your assignment mapping choice.
You may not uncheck report cards or interims that have assignments mapped to them.

Save   Save Next >>

5 On the **Grading Scale** tab that displays, in the **Choose the default assessment to show for the students' progress** drop-down list, select the overall grade and click **Save Next**.

Mapping | Report Cards | **Grading Scale** | Student Override | Copy

Choose the default assessment to show for the students' progress:
5   2nd Grade Report Card: Overall Grade ▼

Assign the grading scales to use for each assessment
Click here to view the grading scales

6 (Conditional) If you have already created assignments for this class but used a different grading scale setup, you may need to return to the **Mapping** tab and convert assignments to Custom Setup 2.