

GENESIS GRADEBOOK: Create an Assignment

Add a Single Assignment to a Class

Gradebook → Gradebook → Marking Period

Step 1: Click the "Add Assignment" link

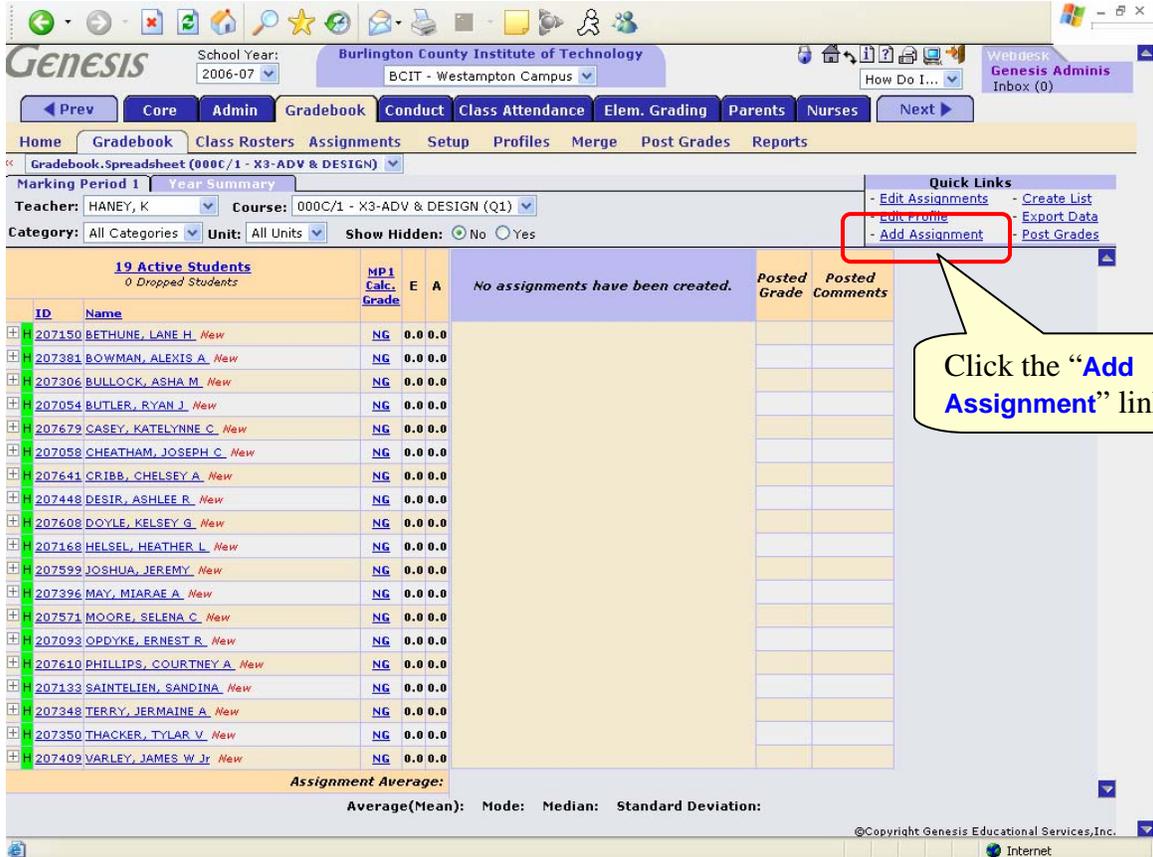


Figure 1 - Gradebook Add New Assignment Screen

Accessing the Add Single Assignment Screen

The "Add Single Assignment" screen can only be accessed by clicking the "Add Assignment" link in the Quick Links section of the Class Roster screen.

Add a New Assignment to a Class, Cont.

Gradebook → Class Rosters → Marking Period → Add Assignment

Step 2: Define the Assignment

Mass Add Assignments tab, "Add Assignments"

Click this checkbox to add additional assignments right after this one.

A list of all of your classes – this assignment can be copied to and linked with multiple classes.

Figure 2 - Gradebook Add New Assignment Screen

Add a New Assignment

This screen appears when you click the "Add Assignment" link. It allows you to specify all information about a new assignment and to copy the new assignment to all or some of your classes.

Assignment Characteristics

Each assignment has the following fields:

- **Assignment Name** – Your name for this Assignment
- **Column Header** – What will appear in this Assignment's column in the Student Roster spreadsheet
- **Seq** – Sequence # for the Assignment
- **Description** – lengthier description of the Assignment
- **Assigned date** – date Assignment given – this is a required field
- **Due date** – Date Assignment due – this is NOT a required field.
- **Category** – What category is it? (E.g. "Quiz", "Homework", "Class Project")

- **Marking Period** – Marking Period – most useful if the Assignment is undated.
- **Workgroup** – You can target the Assignment to one selected Workgroup.
- **Grade type** – How will the Assignment be graded? E.g. Numeric, Alpha, Pass/Fail, OSU, Rubric
- **Maximum Possible Score** – The numeric value in points of this Assignment. Default is 100.
- **Assignment Weight** – The Assignment can be weighted by a decimal value. The default weight is “1.0”. For example, if you want the Assignment to be “counted twice” you would set this field to “2.0”.
- **Assignment Unit** - The Unit to which this Assignment belongs. This can be left blank.
- **For Parents Module?** – A yes/no flag that indicates whether this Assignment should be displayed in the Parents Module.
- **For Gradebook?** – A yes/no flag which indicates whether this Assignment should be displayed on the Gradebook Student Roster screen. This allows you to create “hidden” Assignments – Assignments that can be held off the regular page and used to simply track things.

NOTE: An Assignment, by default, is added only to the “active” course – the class whose name/number appears in the Class drop down at the top of the center screen section. The checkboxes at the bottom of the Add Assignment screen can be used to copy the new Assignment to any or all of your other classes.

Procedure to Create a New Assignment

1. Click the “**Add Assignment**” link at the upper right of the screen’s center section.
2. Enter the **name** of the Assignment
3. Enter the **column header** for the Assignment
4. Specify a **Sequence #** for the Assignment, if you wish
5. Add a **description** for this Assignment, if you wish
6. Select the **Category** type for the Assignment from the Category drop down
7. If you desire – select one Workgroup to which to target this Assignment
8. Select the **Grade Type** for this Assignment from the Grade Type drop down
9. Change the **Assigned Date** from today to something else, if you wish
10. Change the **Due Date** from today to some other date, if you wish. You may leave this date blank to create an “undated” Assignment.
11. If you are leaving the Assignment undated, select the target **Marking Period**.
12. Change the **Maximum Score** from 100 to whatever you wish – if you wish to change it at all
13. Select a “**Set**” to associate this Assignment with – if you wish to associate it with a Set.
14. If you wish to hide this Assignment from the Parent’s Module, click the “**no**” radio button for the **For Parent’s Module** field
15. If you wish to keep this Assignment off your Student List screen, click the “**no**” radio button for the “**For Gradebook**” field.

16. Click in the checkbox for any of your other classes you wish to add this new Assignment to. You will be able – later – to tailor the Assignment for each class (e.g. change the **Assigned** and **Due** dates).
17. Select a Workgroup from the Workgroup drop down to restrict the Assignment to one group.
18. Click the “**Save**” button to actually add the new Assignment.

Undated Assignments: You can create an undated assignment by clearing the **Due Date** field. Undated Assignments are sorted to the “lowest possible date” and end up at the right end of the list of Assignments in a Marking Period.

Special Grading Types

There are two special “ungraded” grading types available for Assignments. These are:

- Ungraded – This is not graded at all. This gives you a yes/no option for each student. It is good for recording whether or not a student has done something (e.g. turned in their field trip form)
- Ungraded Text Field – This field captures a small text item for each student. This can be used, for example, to record the number of the book the student is assigned.

Adding Multiple Assignments

You can add multiple Assignments, one right after the other, by checking the “Add Assignment after this” checkbox. This is located on the lower left corner of the screen.

You can mass add Assignments, all at once, by using the “**Gradebook→Assignments→Add Assignments**” tab. See the “**Mass Add Assignments**” document.

GRADEBOOK ASSIGNMENTS: MODIFY AN ASSIGNMENT

Edit an Individual Assignment

Gradebook → Gradebook

Step 1: Click the highlighted Assignment Header

Figure 1 - To Grade an Assignment, click anywhere in its column on the Gradebook → Gradebook screen

Editing an Assignment

Most parameters and settings on an individual assignment can be changed. To edit the Assignment's definition (as opposed to *grading* the Assignment), click on the highlighted Assignment **column header**. This will bring up the "Modify Assignment" screen, shown below.

Edit an Assignment, Cont.

Gradebook → Assignments → Modify Assignment

Step 2: Modify the Assignment Parameters and Settings

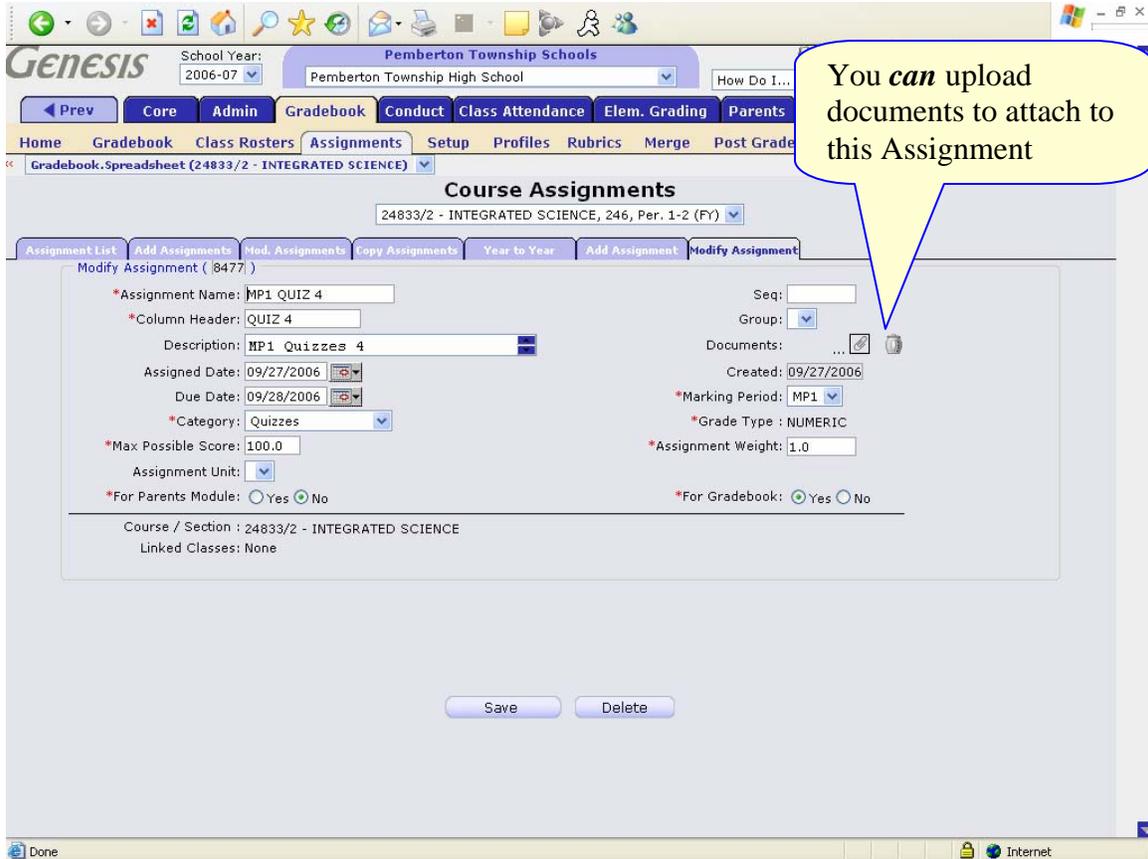


Figure 2 - The Modify Assignment Screen (update or delete one Assignment)

Modify an Assignment Definition

When modifying the parameters of an existing assignment, you can change almost all the fields, *except* the “Grade Type” field:

- Assignment Name
- Column Header
- Sequence #
- Strip Description
- Workgroup
- Assigned Date
- Due Dates
- Category
- Maximum Possible Score
- Marking Period
- Unit
- Assignment Weight
- Parent’s Module Flag
- Hide in Gradebook Flag

You *cannot* modify the **Grade Type**: once you have selected the grade type for the Assignment it cannot be changed.

Changing Assignment Category, Maximum Points, Assignment Weight

Whenever you make a change that affects the student's grade average Genesis will completely recompute the average for you. You can safely do any or all of the following:

- Change the Assignment's Category – For example, you can move a Homework Assignment and make it a Quiz. The Category averages of all the affected Categories are recomputed and the student's total Marking Period Average is also recomputed.
- Change the number of points an Assignment is worth – This may cause the student's Category average to change and that may, in turn, change the student's Marking Period average: all are recomputed.
- Change the Assignment Weight – This alters “how many times to count the Assignment” and causes the Category and Marking Period averages to be recomputed.

Why Can't the Grade Type be Changed?

Genesis Gradebook does not allow changes when it does not know how to do the corresponding re-calculation to grade values and Category and Marking Period averages. Because it is not clear how to translate between Grade Types, changing the Grade Type is not allowed. For example, how would a grade of “O” be translated into a grade of “Check Plus”? Because there is no clear, general answer, the translation is not allowed.

Attaching documents to Gradebook Assignments

It is possible to upload and attach documents to Assignments. This is explained in the “**Attach Documents to Assignments**” document.

GENESIS GRADEBOOK: GRADE AN ASSIGNMENT

Gradebook → Gradebook → Marking Period

Step 3: Click the Assignment to bring up the Grade Assignment Screen

The screenshot shows the Genesis Student Information System interface. At the top, it displays 'School Year: 2006-07' and 'Burlington County Institute of Technology'. The main navigation bar includes 'Home', 'Gradebook', 'Class Rosters', 'Assignments', 'Setup', 'Profiles', 'Rubrics', and 'Merge'. The current view is 'Gradebook - Spreadsheet (0001/1 - ADV & DESIGN)'. Below this, there are filters for 'Marking Period 1', 'Teacher: HANEY, K', and 'Course: 0001/1 - ADV & DESIGN, MTWRF, Per. 1 (S1)'. The main area is a spreadsheet with columns for assignments (HW 1 to HW 15) and rows for students. A red box highlights the 'HW 1' column header. Two callout boxes provide instructions: one pointing to the underlined 'HW 1' header and another pointing to a cell in the 'HW 1' column.

22 Active Students		MP1 Calc.	E	A	HW 1	HW 2	HW 3	T 1	HW 4	HW 5	HW 6	HW 7	HW 12	HW 8	HW 13	HW 9	HW 14	HW 10	HW 15
ID	Name				Tue 09/05	Wed 09/06	Thu 09/07	Fri 09/08	Mon 09/11	Tue 09/12	Wed 09/13	Thu 09/14	Thu 09/14	Fri 09/15	Fri 09/15	Mon 09/18	Mon 09/18	Tue 09/19	Tue 09/19
205192	BODNAR, ANDREA M. <i>New</i>	NG	0.0	0.0	100.0	100.0	100.0	25.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
206011	BONNER-LUI, JUSTIN L. <i>New</i>	NG	0.0	0.0															
206133	BUTLER, REGINALD A. <i>New</i>	NG	0.0	0.0															
206783	BYRD, RONALDO C. <i>New</i>	NG	0.0	0.0															
206288	CLEMONS, ANTHONY Jr. <i>New</i>	NG	0.0	0.0															
205471	DASSEY, HASAN T. <i>New</i>	NG	0.0	0.0															
206471	DEPALMA, BRIGETTE L. <i>New</i>	NG	0.0	0.0															
205080	DIAZ, ALEXIS. <i>New</i>	NG	0.0	0.0															
205098	GLADNEY, KELLE L. <i>New</i>	NG	0.0	0.0															
206309	HAWES, SELESHA. <i>New</i>	NG	0.0	0.0															
206912	HENDERSON, BRITTANY. <i>New</i>	NG	0.0	0.0															
206048	JOHNSON, CANDICE L. <i>New</i>	NG	0.0	0.0															
206589	JOHNSON, DANYELLE M. <i>New</i>	NG	0.0	0.0															
206139	JOHNSON, HILLARY N. <i>New</i>	NG	0.0	0.0															
204275	LAMPER, KANDUS M. <i>New</i>	NG	0.0	0.0															
205273	LOKKEN, JAMIE R. <i>New</i>	NG	0.0	0.0															
206312	MCCOMBS, JAZMIN R. <i>New</i>	NG	0.0	0.0															
204314	NORWOOD, DAVID B. <i>New</i>	NG	0.0	0.0															
206077	PERRI, MICHAEL J. <i>New</i>	NG	0.0	0.0															

Figure 1 – To Grade an Assignment, click anywhere in its column on the spreadsheet screen

Grading an Assignment

To grade an Assignment, select the Assignment you wish to grade and then click anywhere in its column. Clicking *in the column* will bring up the **Grade Assignment** screen for grading your selected Assignment. Clicking the blue-highlighted *column header* brings up the **Edit Assignment** screen to allow you update the definition of the Assignment.

A. Enter Grades in the Gradebook

Gradebook → Gradebook → Grade Assignment
 Step 4: Grade the Assignment

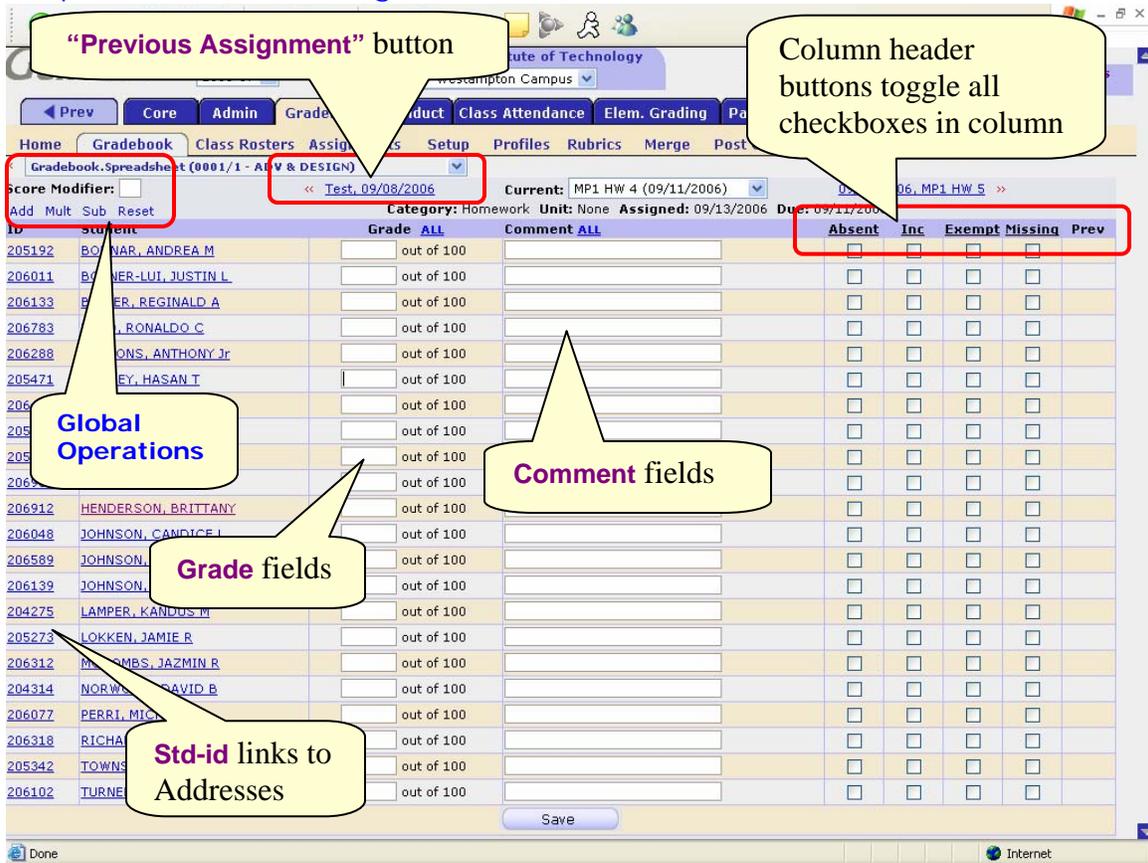


Figure 2 - Entering Grades

Entering Grades for an Assignment

Once you have clicked in a column to bring up this grading screen, you can enter grades for each student. You can also leave some students ungraded.

Grading

For each student you may:

- Enter a grade – the grade you will be asked for corresponds to the “Grade Type” for the Assignment. In this example the Grade Type is “numeric” and you are asked for a numeric value not to exceed “100” – the “Maximum Possible Score” for this Assignment
- Enter a comment – you may enter a short, free form text comment in the “Comment” field
- You may mark this student as “Incomplete” for this Assignment by clicking the “Incomplete” checkbox at the right side of the student’s row

- You may mark this student as “**Exempt**” from this Assignment by clicking the “**Exempt**” checkbox at the right side of the student’s row – it will then not count towards their Marking Period grade in any way.
- You may mark this student’s work as “**Missing**” by clicking the “**Missing**” checkbox at the right side of the student’s row. “**Missing**” assignments revert to a grade of “0” if they are not handed in and the grade later changed.
- You may mark this student has having been “**Absent**” on the due date of this Assignment by clicking the “**Absent**” checkbox at the right side of the student’s row t. This is akin to marking the assignment as “**Incomplete**”.
- DO NOTHING – you are not required to enter any information for a student. This leaves their status as “ungraded” – which defaults to “zero”.

Marking All Students as Exempt, Absent, Missing or Incomplete: The “**Absent**”, “**Incomplete**”, “**Missing**” and “**Exempt**” column headers are buttons that toggle *all* the checkboxes in the column. For example, to mark all students in the class as **Exempt** from an Assignment, click the “**Exempt**” column header. To turn off all checkboxes, click **Exempt** a second time.

To Save the Grades to the Gradebook, you must click the “**Save**” button. Grades are not saved until the **Save** button is clicked.

Previous Assignment Button – To grade or view the previous assignment (that is, the column immediately to the left of this assignment on the Gradebook **Student List** screen). This button is suppressed if there is no “**Previous Assignment**” (that is, if the current Assignment is the left most Assignment column on the **Student List** screen).

Next Assignment Button - To grade or view the previous assignment (that is, the column immediately to the left of this assignment on the Gradebook **Student List** screen). This button is suppressed if there is no “**Next Assignment**” (that is, if the current Assignment is the right most Assignment column on the **Student List** screen). Note that the “**Next Assignment**” button does not appear in Figure XX above.

Step 5: Save the Assignment Grades

To record the grades you have entered, click the **Save** button at the bottom of the list of students. If you have not done this, the grades have not been saved to the database.

NOTE: If the “SAVE” button is missing, it is most likely scrolled below the visible screen. Use the vertical scrollbar to scroll down to find it.

1. Toggling Absent, Incomplete, Missing or Exempt

Gradebook → Gradebook → Grade Assignment

Example: Toggle the "Absent" Column

The screenshot shows the Genesis Student Information System interface for entering grades. The 'Gradebook' tab is active, and the 'Grade Assignment' screen is displayed. The 'Absent' column header is highlighted with a red box, and a callout bubble points to it with the text 'Column header buttons toggle all checkboxes in column'. Another callout bubble points to the checked checkboxes in the 'Absent' column with the text 'Absent checkboxes. Note that all the checkboxes are now checked.'

ID	Student	Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	Prev
205192	BODNAR, ANDREA M		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206011	BONNER-LUI, JUSTIN L		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206133	BUTLER, REGINALD A		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206783	BYRD, RONALDO C		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206288	CLEMONS, ANTHONY Jr		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205471	DASSEY, HASAN T		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206471	DEPALMA, BRIGETTE L		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205080	DIAZ, ALEXIS		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205098	GLADNEY, KELLE L		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206909	HAWES, SELESHA		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206912	HENDERSON, BRITTANY		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206048	JOHNSON, CANDICE L		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206589	JOHNSON, DANYELLE M		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206139	JOHNSON, HILLARY N		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204275	LAMPER, KANDUS M		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205273	LOKKEN, JAMIE R		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206312	MCCOMBS, JAZMIN R		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204314	NORWOOD, DAVID B		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206077	PERRI, MICHAEL J		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206318	RICHARD, KEISHA D		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205342	TOWNSEND, ROY R		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206102	TURNER, ELAYNA A		out of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 3 - Entering Grades

Toggle the Checkbox Columns

Once you have clicked in a column to bring up this grading screen, you can enter grades for each student. You can also leave some students ungraded.

Options

- **Exempt** – If a student is marked **Exempt** from an Assignment the Assignment is ignored completely when computing the student's grades.
- **Incomplete** – If a student is marked Incomplete for the Assignment, the student will be graded, and given the specified "**Incomplete**" value for the Assignment or the Category.
- **Absent & Missing** – If a student is marked **Absent** or the Assignment is marked **Missing**, the student will be graded and the grade is always a value of 0 (zero). You are always at liberty to change the student's grade (that is, to give them a grade other than "**Absent**" or "**Missing**").¹

¹ If you wish to grade "**Missing**" Assignments with grades other than zero, you must mark them **Incomplete**.

I. Saving Grades

Gradebook→Gradebook→Grade Assignment

ID	Student	Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	Prev
205192	BODNAR, ANDREA M	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206011	BONNER-LUI, JUSTIN L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206133	BUTLER, REGINALD A	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206783	BYRD, RONALDO C	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206288	CLEMONS, ANTHONY Jr	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205471	DASSEY, HASAN T	89	out of 100	- 5 pts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206471	DEPALMA, BRIGETTE L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205080	DIAZ, ALEXIS	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205098	GLADNEY, KELLEE L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206909	HAWES, SELESHA	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206912	HENDERSON, BRITTANY	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206048	JOHNSON, CANDICE L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206589	JOHNSON, DANYELLE M	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206139	JOHNSON, HILLARY N	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204275	LAMPER, KANDUS M	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205273	LOKKEN, JAMIE R	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206312						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204314						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206077						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206318						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205342						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206102	TURNER, ELAYNA A					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 4 - Grade Assignment screen showing position of the Save button

Saving Grades

To save the updated grades, you *must* click the “Save” button.

If you grade the students and forget to click the Save button your work is lost.

3. Global Operations on Grades in an Assignment

Gradebook → Gradebook → Grade Assignment

The screenshot shows the 'Grade Assignment' screen in the Genesis Student Information System. A yellow callout box labeled 'Global Operations on numeric grades' points to the 'Score Modifier' field, which is highlighted with a red rectangle. The screen displays a table of student grades for an assignment. The table has columns for ID, Student, Grade, Comment, Absent, Inc, Exempt, Missing, and Prev. The 'Grade' column shows a score of 89 for all students, with a note 'out of 100'. The 'Comment' column has a note '- 5 pts' for student 205471. The 'Absent', 'Inc', 'Exempt', and 'Missing' columns have checkboxes for each student. The 'Prev' column has a 'Prev' button for each row. The 'Score Modifier' field is currently empty.

ID	Student	Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	Prev
205192	BODNAR, ANDREA M	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206011	BONNER-LUI, JUSTIN L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206133	BUTLER, REGINALD A	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206783	BYRD, RONALDO C	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206288	CLEMONS, ANTHONY Jr	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205471	DASSEY, HASAN T	89	out of 100	- 5 pts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206471	DEPALMA, BRIGETTE L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205080	DIAZ, ALEXIS	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205098	GLADNEY, KELLEE L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206909	HAWES, SELESHA	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206912	HENDERSON, BRITTANY	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206048	JOHNSON, CANDICE L	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206589	JOHNSON, DANYELLE M	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206139	JOHNSON, HILLARY N	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204275	LAMPER, KANDUS M	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205273	LOKKEN, JAMIE R	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206312	MCCOMBS, JAZMIN R	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204314	NORWOOD, DAVID B	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206077	PERRI, MICHAEL J	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206318	RICHARD, KEISHA D	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205342	TOWNSEND, ROY R	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206102	TURNER, ELAYNA A	89	out of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 5 - "Numeric" Grade Assignment screen showing location of Global Operations

Global Operations

A small set of “global” operations allow you to try out changes to the Assignment’s grades. These operations can help you adjust the grading curve for the Assignment.

Grading

- “ADD” – Add the fixed amount to every valid grade.
- “SUB” – Subtract the fixed amount from every grade
- “MULT” – Multiply the grades by the fixed amount.
- “RESET” – Restore the grades as they were after the last **Save** operation.

Values for Global Operations

The “Score Modifier” field accepts positive decimal values. The following are all acceptable:

- .5
- 1.5
- 21.2
- .75
- 1
- 7

4. Mass Assign Grades and Comments

Gradebook → Gradebook → Grade Assignment

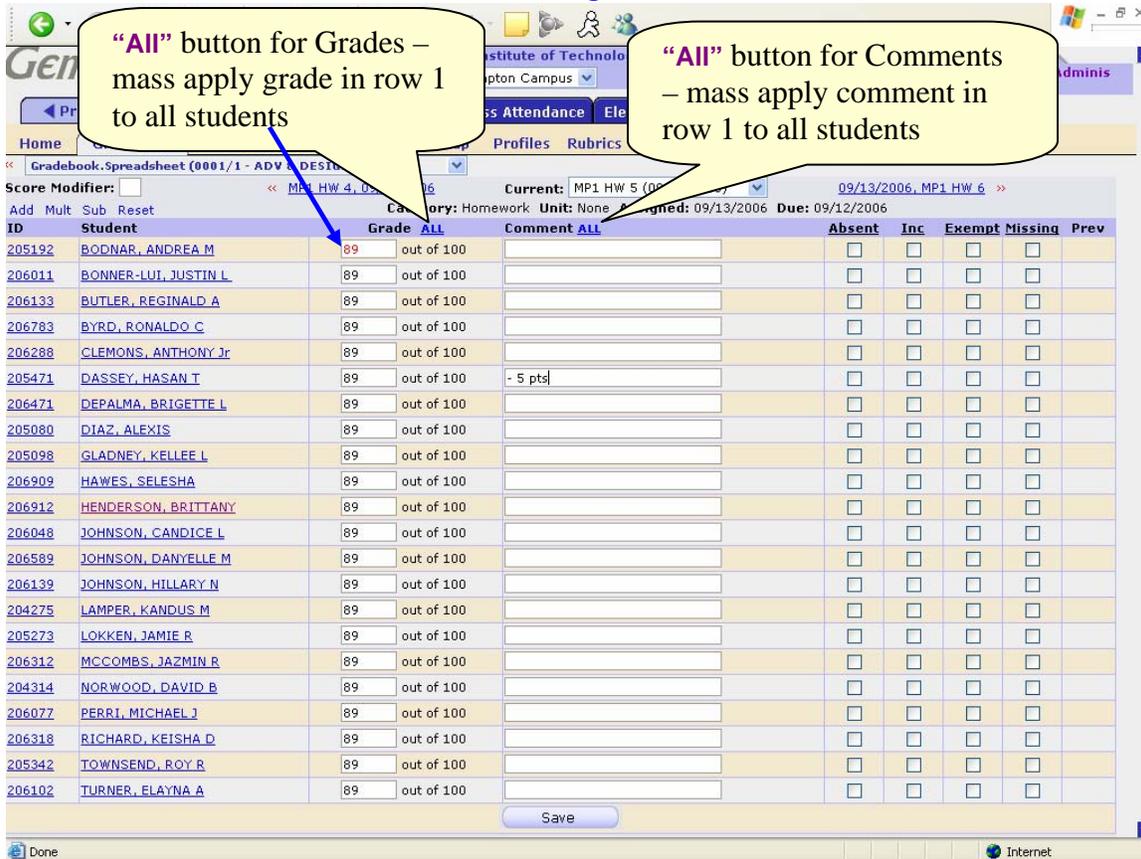


Figure 6 - Grade Assignment screen showing location of the two “All” *mass apply* buttons

Mass Apply Grades and Comments

Next to both the “Grade” and the “Comment” column headers there are “All” buttons. The Grade “All” button takes whatever value is entered into the Grade field on the top row and gives the same grade to all students. The Comment “All” button takes whatever text appears in the Comment field on the top row and gives the same comment to all students.

5. Exceeding the Maximum Point Total: Awarding Extra Credit

Gradebook→Gradebook→Grade Assignment

Score Modifier: MPI HW 4, 09/11/2006

ID	Student	Grade	Comment	Absent	Inc	Exempt	Missing	Prev
205192	BODNAR, ANDREA M	105.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206011	BONNER-LUI, JUSTIN L	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206133	BUTLER, REGINALD A	101 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206783	BYRD, RONALDO C	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206288	CLEMONS, ANTHONY Jr	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205471	DASSEY, HASAN T	89.00 out of 100	- 5 pts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206471	DEPALMA, BRIGETTE L	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205080	DIAZ, ALEXIS	79.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
205098	GLADNEY, KELLEE L	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206909	HAWES, SELESHA	82.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M
206912	HENDERSON, BRITTANY	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206048	JOHNSON, CANDICE L	0.00 out of 100		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206589	JOHNSON, DANYELLE M	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206139	JOHNSON, HILLARY N	0.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
204275	LAMPER, KANDUS M	91.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M
205273	LOKKEN, JAMIE R	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206312	MCCOMBS, JAZMIN R	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204314	NORWOOD, DAVID B	0.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
206077	PERRI, MICHAEL J	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206318	RICHARD, KEISHA D	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205342	TOWNSEND, ROY R	0.00 out of 100		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206102	TURNER, ELAYNA A	89.00 out of 100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 8 - Grade Assignment screen demonstrating giving of extra credit

Awarding Extra Credit by Exceeding the Maximum Point Total for an Assignment

When an Assignment has a *Numeric* grading type, you may give students “extra credit” by giving them more points than the Assignment’s “maximum points” value. For example, you can give a student 102 points for an Assignment worth 100 maximum points.

When you do this, you are prompted to verify that you actually intend to give the extra credit. A Verification dialog box (shown on the page below) is popped up for every student to whom you are giving extra credit. If you give two students extra credit, you will be shown two Verification popup dialogs.

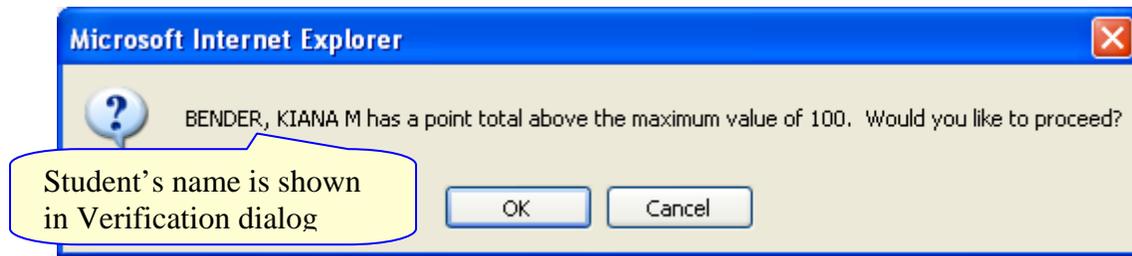


Figure 9 - Popup dialog verifies that you want to assign extra credit to a student

Awarding Extra Credit by Exceeding the Maximum Point Total for an Assignment

If you give a student more points than the maximum value of the assignment, you are prompted to make sure you are not doing so in error.

- If you wanted to award the student extra credit, simply click “**OK**” to save the extra credit.
- If you did not want to award the student extra credit, do the following:
 - Click “**Cancel**”
 - Edit the grades to lower the grade for the named student to less than or equal to the maximum value for the assignment
 - Click “**Save**” again. This time the save will proceed with out a prompting.

I. Grade Values – Exempt, Incomplete, Missing and Absent – and Genesis Gradebook Grading

A. Exempting Students from Assignments

EXEMPT == STUDENT WAS NOT GIVEN THE ASSIGNMENT

NOTE: A grade of **Exempt** causes the Gradebook to assume that the exempted student was never given the assignment: It does not affect the student in any way: they do not accumulate either earned or attempted points nor any score whatsoever.

B. The Value of Incomplete

The grade of “**Incomplete**” does not have a hard-coded value. You can set ‘**Incomplete**’ to have any value you wish. It defaults to a value of zero (0) but you can change it, via the [Gradebook→Setup→Preferences](#) screen, to any value you wish. It thus can have a *class-specific* value.

INCOMPLETE == USER-SETTABLE VALUE

NOTE: An **Incomplete** is, *by default*, equivalent to zero points and is a *Failing* grade. However, you can *change the default value* on your [Gradebook→Setup→Preferences](#) screen. ‘**Incomplete**’ can be set to *any* value you wish and, thus, is not required to be a failing grade. It can have a different value for each class you teach, or the same value for all your classes: the choice is yours.

C. Missing Assignments

A grade of “**Missing**” is equal to a zero (0). The presumption is that the student has simply not done the work.

MISSING == FAILURE

WARNING: A **Missing** is equivalent to zero points and is a *Failing* grade. If a student’s grade is marked “**Missing**” then the student has *failed* the Assignment:

D. Student Absences

A student's absence is indicated by giving a grade of "**Absent**". An "**Absent**" is the same as not giving a grade – and is treated, like all ungraded Assignments, as an *Exemption*. See below.

ABSENCES == EXEMPTIONS FROM ASSIGNMENTS

WARNING: An Absence is treated as an *Exemption*. If a student is marked "**Absent**" then the student is *exempt* from the Assignment: it will not count toward his or her grade average. You may later change the grade, either to a grade value (e.g. "85") or to "**Missing**", which gives a value of zero ("0").

E. Silent Exemptions for Ungraded Assignments

Ungraded Assignments – Assignments for which *you* have not given the student a grade – are treated as *Exemptions*. A student is not punished because you have not graded them.

SILENT EXEMPTIONS FROM ASSIGNMENTS

WARNING: If you do not explicitly give a student a grade for an Assignment, or mark them either, **Absent** or **Missing** (or explicitly **Exempt**), then the student is *exempt by default* from the Assignment: it will not count toward his or her grade average. Students are "*silently Exempt Incomplete*" from Assignments unless they receive a grade for the Assignment.

F. Genesis Grading

The grading "philosophy" of the Genesis Gradebook can be summarized as follows:

- If you do not give a student a grade – if you leave their grade blank – the student is silently exempted from the Assignment.
 - Rule – Genesis does not give a grade of zero if you do not grade the student. A student is exempt until you give them a grade.
- If you give a student a grade of **Absent**, the student is silently exempted from the Assignment.
 - Rule – Genesis expects that the student will return to class and have an opportunity to make up the work. It is expected that you will change the **Absent** to an actual grade or to a grade of **Missing** or **Incomplete**.
- If you give a student a grade of **Missing**, the student receives a *zero* grade.
 - The value for "**Missing**" can be changed in your course Profile.
- If you give a student a grade of **Incomplete**, the student receives a *zero* grade.
 - The value for "**Incomplete**" can be changed in your course Profile.
- If you give a student a grade of **Exempt**, the student is explicitly exempted.

Indicating Prior Grade Status

“Previous” grades of “Absent”, “Missing”, “Incomplete” and “Exempt” are flagged once they are converted to different grades.

Gradebook→Gradebook

ID	Name	MP1 Calc. Grade	E	A	HW 1	HW 2	HW 3	T 1	HW 4	HW 5	HW 6	HW 7	HW 12	HW 8	HW 13	HW 9	HW 14	HW 10	HW 11	
					Tue 09/05	Wed 09/06	Thu 09/07	Fri 09/08	Mon 09/11	Tue 09/12	Wed 09/13	Thu 09/14	Fri 09/15	Fri 09/15	Mon 09/18	Mon 09/18	Tue 09/19	Tue 09/19		
205192	BODNAR, ANDREA M. <i>New</i>	105.0 (0)	105.0	100.0						105										
206011	BONNER-LUI, JUSTIN L. <i>New</i>	89.0 (B)	89.0	100.0						89										
206133	BUTLER, REGINALD A. <i>New</i>	89.0 (B)	89.0	100.0						89										
206783	BYRD, RONALDO C. <i>New</i>	89.0 (B)	89.0	100.0						89										
206288	CLEMONS, ANTHONY JR. <i>New</i>	89.0 (B)	89.0	100.0						89										
205471	DASSEY, HASAN T. <i>New</i>	89.0 (B)	89.0	100.0						89										
206471	DEPALMA, BRIGITTE L. <i>New</i>	89.0 (B)	89.0	100.0						89										
205080	DIAZ, ALEXIS. <i>New</i>	79.0 (C)	79.0	100.0						79 A										
205098	GLADNEY, KELLEE L. <i>New</i>	89.0 (B)	89.0	100.0						89										
206909	HAWES, SELESHA. <i>New</i>	82.0 (B)	82.0	100.0						82 M										
206912	HENDERSON, BRITTANY. <i>New</i>	89.0 (B)	89.0	100.0						89										
206048	JOHNSON, CANDICE L. <i>New</i>	0.0 (F)	0.0	100.0						INC										
206589	JOHNSON, DANYELLE M. <i>New</i>	89.0 (B)	89.0	100.0						89										
206139	JOHNSON, HILLARY N. <i>New</i>	0.0 (F)	0.0	100.0						M										
204275	LAMPER, KANDUS M. <i>New</i>	91.0 (A)	91.0	100.0						91 M										
205273	LOKKEN, JAMIE R. <i>New</i>	89.0 (B)	89.0	100.0						89										
206312	MCCOMBS, JAZMIN R. <i>New</i>	89.0 (B)	89.0	100.0						89										
204314	NORWOOD, DAVID B. <i>New</i>	NG	0.0	0.0						EX										
206077	PERRI, MICHAEL J. <i>New</i>	89.0 (B)	89.0	100.0						89										

Figure 10 - Class Roster screen illustrating “Previous Grade Markers” on Assignment Grades

Identifying Grades That Were Previously Marked Incomplete, Missing, Absent or Exempt

If a grade is initially set to one of **Absent**, **Missing**, **Incomplete**, or **Exempt**, and are then later changed to a regular grade value (in whatever grading type is being used for the particular Assignment), the subsequent grade value is postfixed with a small, **red** “previous grade” flags of ‘A’, ‘M’, ‘I’ and ‘E’.²

No other grades are indicated by the “previous grade” feature: it is not a general “previous grade” feature and only identifies when the grade has been changed from one of the four special grades.

² The abbreviations for the special grades are configurable and maybe changed on the [Profiles→Modify Profile→Preferences](#) screen.

Procedure to Change a Special Grade to a Regular Grade

1. On the spreadsheet **Gradebook→Gradebook** screen, click in the column of the Assignment you wish to update.
2. Find the special grade you wish to convert to a regular grade.
3. Uncheck the checkbox for the special grade.
4. Enter a regular grade in the “Grade” field corresponding to the special grade you just unchecked.
5. Click “**Save**” to record your changes.
6. Note that on the far right, the former special grade is now recorded in the “Prev” column.

When is the “Previous Grade Marker” Turned On?

A previous grade marker is turned on *only* when a student’s Assignment grade is changed *from* one of the four special grades of **Absent**, **Missing**, **Incomplete**, or **Exempt** and *to* a “regular” grade for the Assignment.

When you give a student one of the four special grades, the “regular” grade field is turned off and any grade in that field is lost – or overwritten – with the default value for the special grade. A student’s “regular” grade field is only re-enabled if all of the special grade fields are unchecked.

When you “**Save**” grades after having unchecked a special grade field (that is, unchecked an **Absent**, **Missing**, **Incomplete**, or **Exempt** checkbox) and re-entered a “regular” grade, the Genesis Gradebook flags the newly entered “regular” grade with the appropriate “previous grade marker”.

Life Span of “Previous Grade Markers”

The previous grade markers, small, *red* flags of ‘**A**’, ‘**M**’, ‘**I**’ and ‘**E**’, are affixed to grades if the student was *previously* marked **Absent**, **Missing**, **Incomplete**, or **Exempt** and then the grade for the Assignment is later changed. The “previous grade markers” are not changed *unless* the student is marked for the Assignment with another, different, “special grade” of **Absent**, **Missing**, **Incomplete**, or **Exempt**.

The previous grade marker cannot be turned off and is not controllable by the user, except in that you can get them to appear by initially marking a student with one the four special grades.