

## MVRHS GradeBook Common Practices

Professional Development, October 6th 2017

### Commonly Used Grading Codes for Assignment Columns\*

| Type of Grade | Keyboard Shortcut Code | Point Value / Percentage |
|---------------|------------------------|--------------------------|
| Missing Work  | 0 (zero)               | 0%                       |
| Exempt        | X                      | Not Averaged             |
| Not Graded    | N                      | Not Averaged             |
| Incomplete    | i                      | Not Averaged             |
| ✓+            | Q                      | 95%                      |
| ✓             | V                      | 85%                      |
| ✓-            | Z                      | 75%                      |
| Pass          | P                      | 70%                      |
| Fail          | F                      | 59%                      |

\*There are lots of Gradebook codes. The codes above are amongst the most frequently used by teachers and are the ones with which students are the most familiar.

#### Missing Work

This includes any work that has not yet been completed, including missing work due to an excused absence. All missing work will first be entered as a "0" (zero) and then will be updated once the assignment is submitted and graded. Please note that only zeros that occur within the makeup window can be changed. If the makeup date has passed the grades will remain zeros. See the FAQ on the reverse side for more information about the missing/late work expectations.

#### Exempt

This is work that does not need to be made up. It does not factor into students' grades.

#### Not Graded

This is work that has been submitted, but has not yet been graded by the teacher. The student has done what they need to do, and the grade will be updated once the teacher has graded the work.

#### Incomplete

This is work that has been started but never completed. If the incomplete work is not finished within the window period indicated above, it is up to the teacher's discretion to turn the "I" into a numerical grade reflective of their students' performance.

## Students' Frequently Asked Questions

*Q: Can I make up that zero?!*

A: It depends...

- It is our school's expectation that if you were in school for part of the day but left for a sport, the regular assignment deadline(s) still apply.
- For excused (non-sport) absences you have until the Friday of the following week to make up missed in-class assignments but homework should be done on-time!
- If you cut class, you will receive a zero for any missed work.

*Q: When do I have to make up the zero?!*

A: When looking at your grades, please use the information above and the **due date** of the assignment to determine whether or not your zero can be made up.

*Q: Why did my grade change so drastically?!*

A: With the possibility of having a lot of grading categories and various weights for each category a single assignment's score does have the potential to have a significant impact on your overall grade. This typically happens early in the quarter when there aren't yet multiple grades in each category or if you have a zero in a grade category. These drastic changes will likely occur less and less as more grades are added to the Gradebook and as different types of assignments or given.

*Q: I have a question about my grade, when should I talk to my teacher about it?*

A: Whenever you have a question about your grade you should schedule a time to meet with your teacher to discuss it. Flex Time is a great time to address these questions, but you can also schedule to meet either during a free period or before or after school if/when your teacher is available. Class time is not usually the best time to address questions about individual student's grades.