In this video we’ll show you how to

* Add and map a new alpha grading scale and Add and map new course topics

It’s important to note that you shouldn’t make changes to existing grading scales or course topics without first talking with a ST representative. If your district uses a custom report card, all changes must be submitted to Edutech by March 1 for the following school year.

Most Elementary Schools use Alpha grading scales, to add a new alpha scale, go to Maintenance > Grading > Grading Scale. The type at the upper right should be set to alpha, click the green plus to begin. Enter a name for the grading scale. If you want this grading scale to display on the report card, enter a heading on the next line and the number 1 for the Report Card Group Number. If you don’t want the scale to display, the report card group number should be 0. Next, click the green plus to begin adding the alpha grades. In the symbol field, enter one of the letter grades. In the Text and description boxes, enter the text associated with the letter grade. One grade can be set as a default. It’s important to note that this grade will be the default for all teachers. The grading scale rank identifies the highest letter grade to lowest. When you’ve finished adding all the grades, click the save icon.

To map the new grading scale, go to Maintenance > Grading > Course Topic Grading Types. Click the green plus on the upper right. In the Type Name box, enter the same name you used for the grading scale. Select the new grading scale from the two drop downs. Click the save icon when you’re finished.

If you have 2 grade scales and you want them both to appear on the report card, you can set one up as a legend under Maintenance > Counseling > Transcript and report card legends. To start, click the green plus and give the legend a name. Click the green plus again to begin adding lines to enter the grading scale information. You have options to Bold, Italize and underline as well as justify and font size. We recommend using font size 10 to match the font size of the other grade scale. Remember to click the blue arrows on the left after you enter each line. When you’re finished, click the save icon.

Next, let’s create a new course topic. Go to Maintenance > Grading > Course Topic. A list of the existing course topics is displayed. To add a new one, click the green plus in the upper right corner. Start by entering a name for the course topic. We recommend including the school year and the position on the RC in the name. Next enter the heading that you want to appear on the RC for this course topic. It does not need a grading type. If this new topic is going to be the first topic to print on the RC, set the RC group number to 1. You can check the boxes to bold, italicize or underline the heading.

Next, click the paper/pencil edit icon on the left. Click the green plus to begin adding new descriptors. Type the text in the box. It’s best to not copy/paste these from another document because you could copy formatting that will cause issues down the road. Select the Grading scale from the drop down. The rank identifies the order that the topics will appear in on the RC. Make sure the Report Card Group Number matches the number you entered for the heading. click the save icon when you’re done. You may want to save periodically if you’re creating a topic with many descriptor lines.

The last step is to create a mapping for the course topic you just created. Go to Maintenance > Grading > Course topic RC mapping. All course topic mappings are displayed. It’s helpful to limit them to one grade level. Click the green plus in the upper right to start. Enter the name of the mapping. You can use the same name that you used for the course topic. Select the course topic and the grade level. For Mapped By, select the subject that cooresponds with the course topic. This step maps the course topic to the course. You can leave Rank set to 1. Last, Click the green plus to the right of the school year and Click Save.

This completes the steps necessary to create a new grade scale, course topic and report card mapping.

If you have any questions, you can call us at 1-800-722-5797 1 then 2 at the prompts or email us at Schooltool @edutech.org

Thank you!