

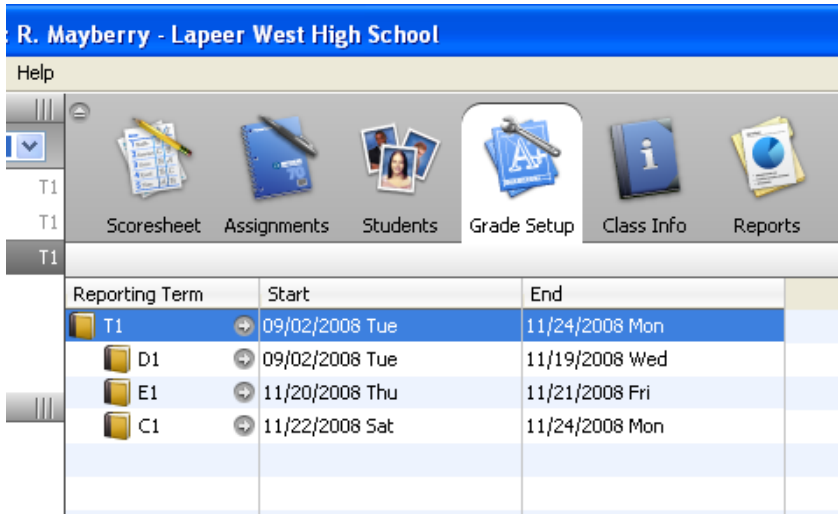
So you want to . . .

© Big D and the TPEP's

. . . Set up your Trimester Grades

The grading structure for trimesters is different than what we are used to with semesters. The Secondary Reform Committee and Department of Instruction helped develop a district-wide grading policy last spring that has been adopted as Administrative Guidelines. To comply with these guidelines and the requirements of the Michigan Merit Curriculum, trimester grades for all teachers will need to be set up the same way.

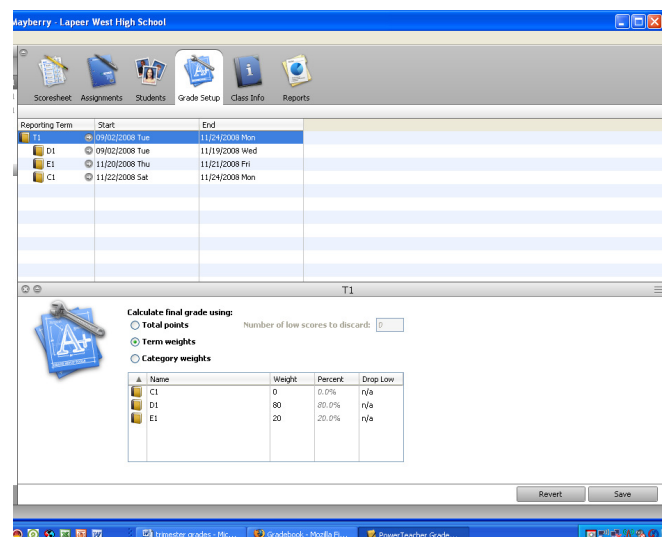
The trimester final grade (**T1**, or 2, or 3) is composed of daily coursework (**D1**), a final exam for the course (**E1**) and, if required, a common assessment grade (**C1**). Each of these grades is treated as a “term” in PowerTeacher. Terms are differentiated in the grading program by a specific date range. The T1 grade is the overall trimester final grade equivalent to our old semester grades.



Reporting Term	Start	End
T1	09/02/2008 Tue	11/24/2008 Mon
D1	09/02/2008 Tue	11/19/2008 Wed
E1	11/20/2008 Thu	11/21/2008 Fri
C1	11/22/2008 Sat	11/24/2008 Mon

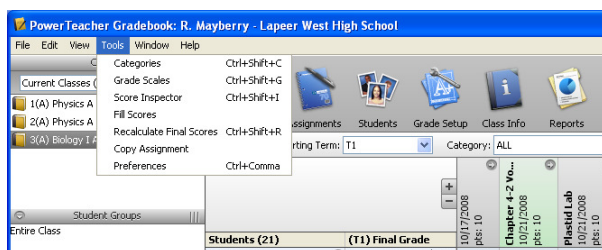
The date range for T(x) runs from the first day of classes to the end of the exam days at the end of the term (11/25 - 3/6 this term). The D(x) grade is comprised of all the coursework grades awarded by the teacher from the first day of class to the first day of the exams (11/25 – 3/2). The E(x) term encompasses the exam days at the end of the term (3/3 – 3/4), and since PowerTeacher will not allow date ranges within the trimester to overlap, the C(x) grade is assigned a date after the end of the exam period (3/5 - 3/6). To assign a grade to a particular term, when adding the “assignment” in PowerTeacher, the teacher simply enters a date within the range of the desired term.

Grades for the D(x) term are determined by the teacher and can be calculated by points or letter grade, weighted by total points or category (homework, test, quiz, etc.) By policy, this grade comprises 80% of the trimester grade. The exam and common assessment, if required for the class, are to account for 20% of the trimester grade. As the end of the trimester approaches, teachers need to prepare to set up the weights for the final grade.

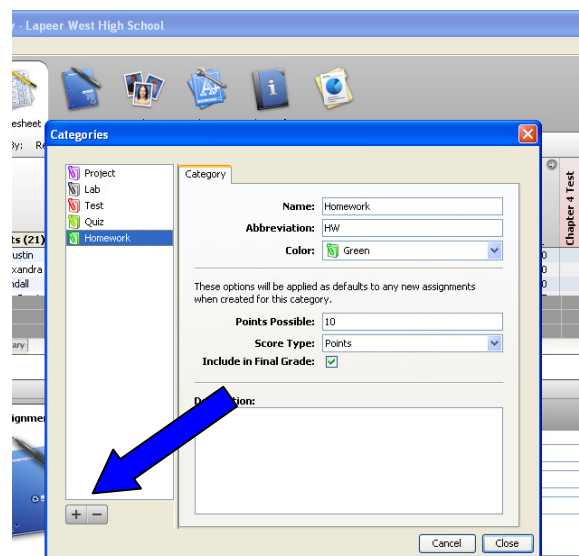


A	Name	Weight	Percent	Drop Low
	C1	0	0.0%	n/a
	D1	80	80.0%	n/a
	E1	20	20.0%	n/a

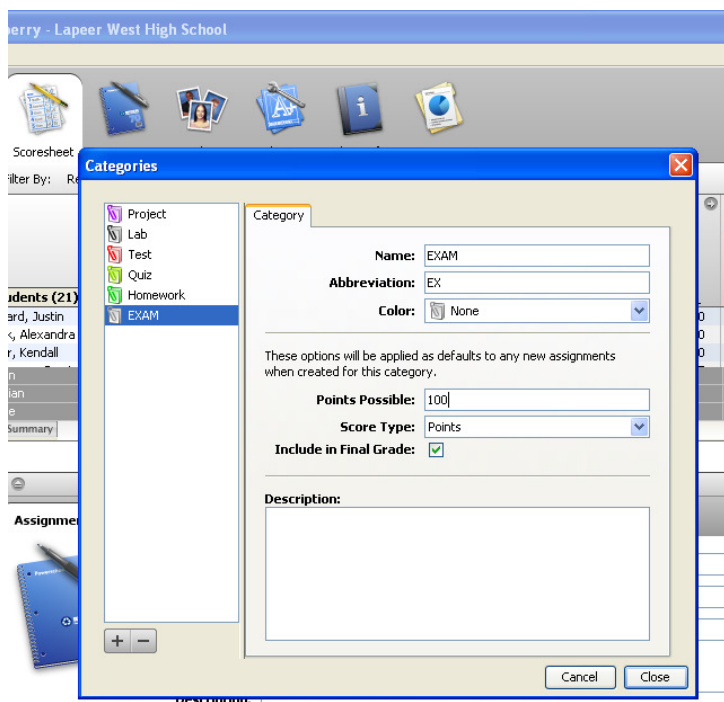
First, we need to establish categories for the exam and common assessment. From the toolbar at the top of the gradebook module, click on “Tools” and “Categories.”



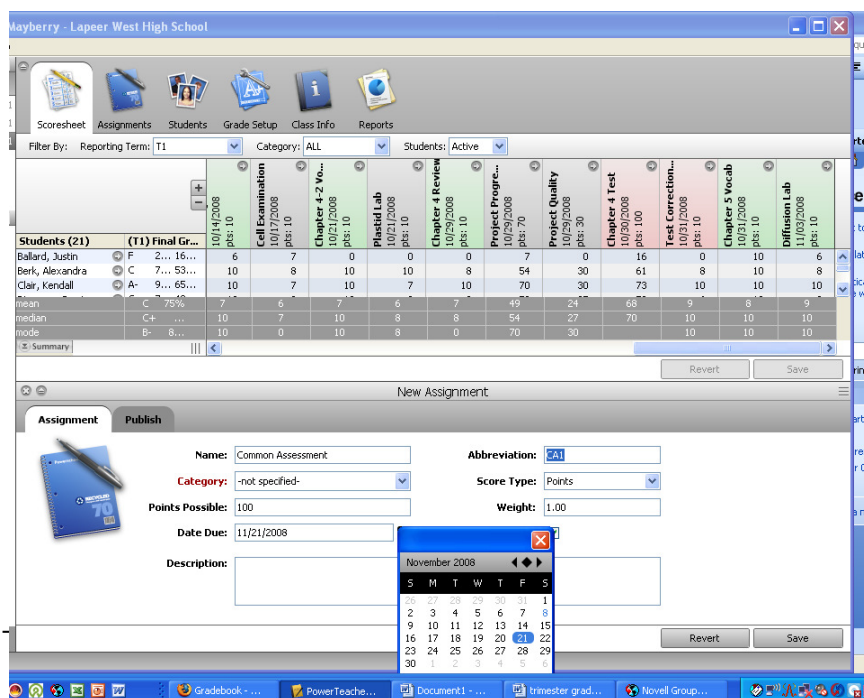
In the resulting pop-up window, click on the “+” in the lower left corner.



Enter the name “EXAM”, an abbreviation and a default value. Click on the “+” sign again and repeat the process to add a “COMMON ASSESSMENT” category.

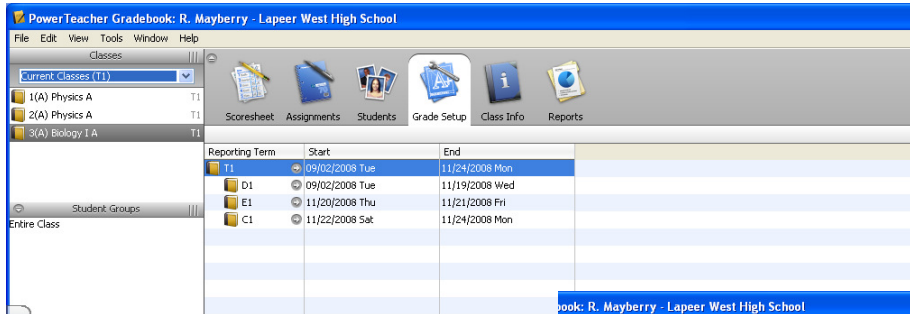


To set up an exam grade, begin by adding an assignment in the usual fashion. Assigning a date within the E1 term will allow proper weighting within the term. Naming the assignment “Exam” with an abbreviation “EX1” will distinguish it from other assignments or tests. Designate the category as EXAM. Since we will be weighting the grade in the end, the point value of the exam can be set at whatever value the teacher desires. Like other assignments, the exam column can be created any time



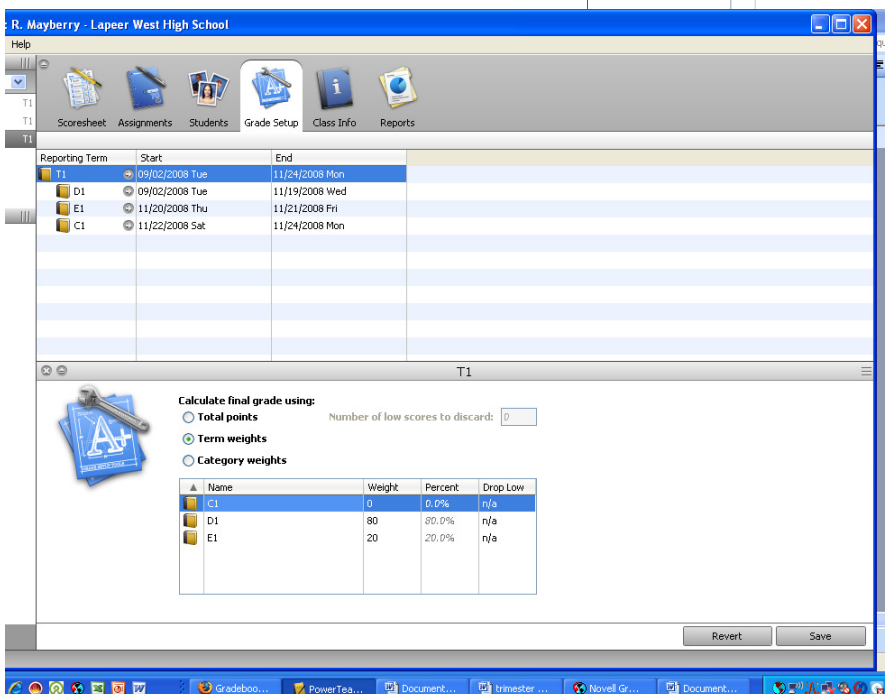
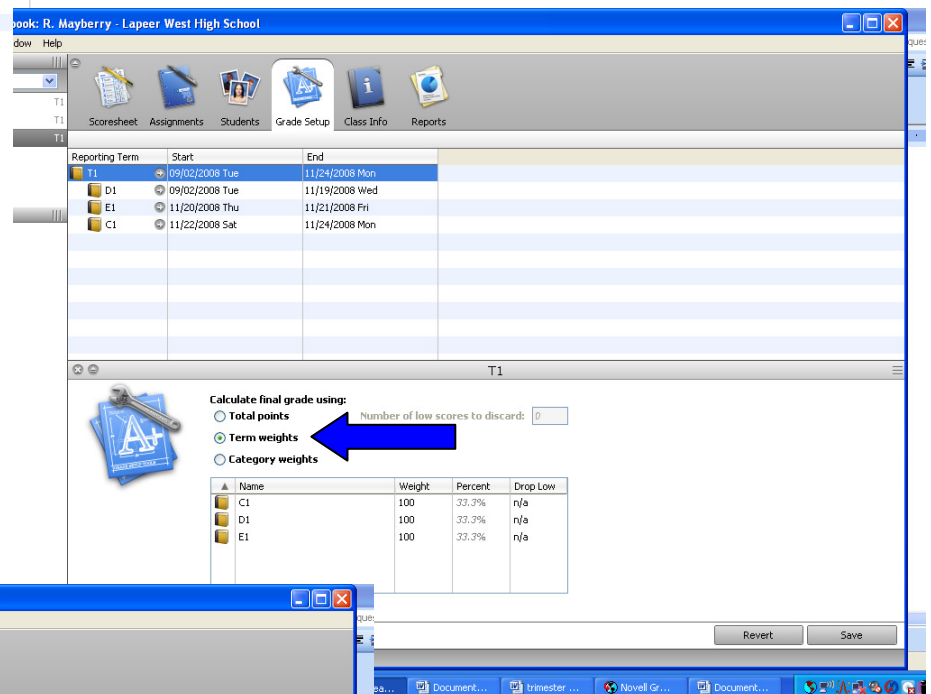
and published after grades have been entered.

If your course requires a common assessment, an assignment column can be created for it in the same manner. Placing its date within the E1 date range will allow us to assign the appropriate value in the term. Again, for the sake of consistency, let's name this grade "Common Assessment", abbreviate it "CA1" and assign it to the common assessment category. Like the exam, the assessment can be assigned any point value and weighting will assure proper emphasis.

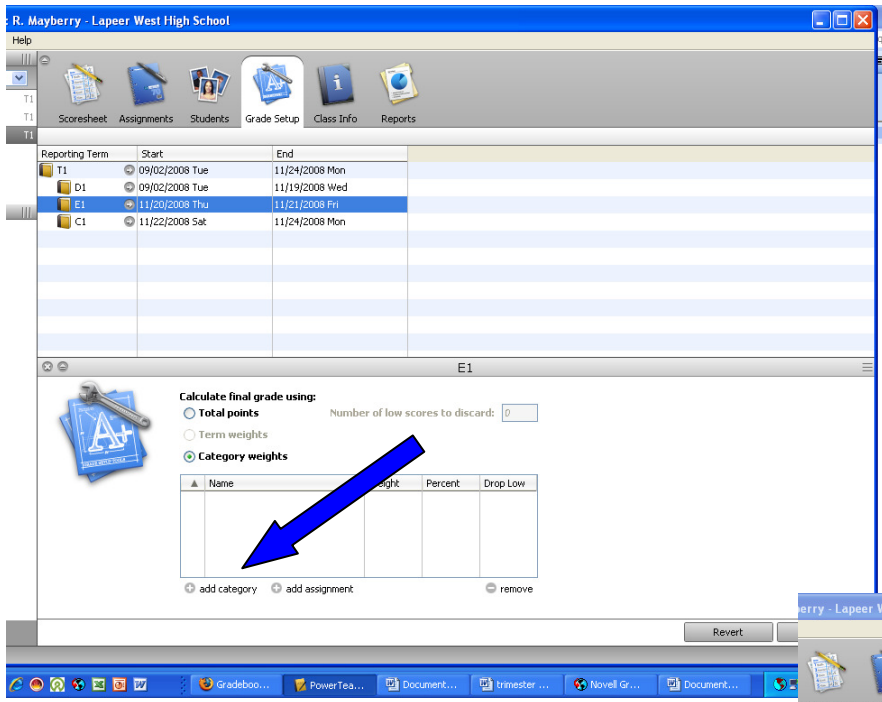


To establish the required weights for the terms within the T(x) grade, you must click on the "Grade Set-up" tab in the gradebook module. Make sure the T(x) term is highlighted.

Click on "Term Weights" and the three terms within the T(x) date range appear in the window with equal weights. To comply with guidelines, first double click on the weight column of the D(x) term and enter "80". This assigns the classwork for the term a value of 80% of the T(x) grade.



Repeat the process for the other two terms assigning a weight of "20" to the E(x) term and "0" for the C(x) term. This will establish an overall value of 20% for the exam term. If your course does not require a common assessment for the Michigan Merit Curriculum, this is all you need to do.

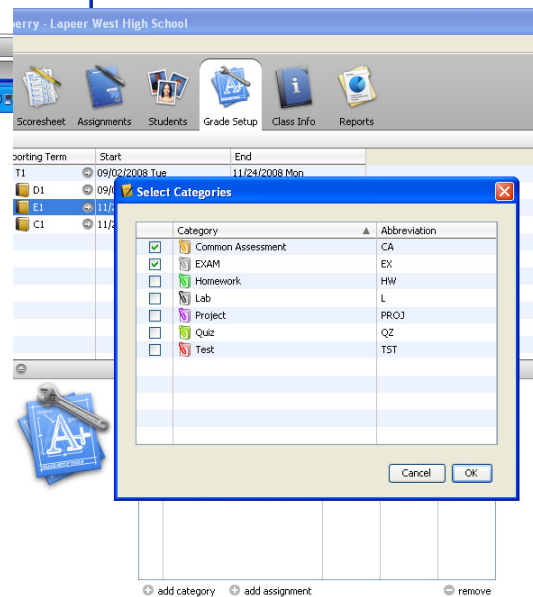


If your class does require a common assessment, in order to comply with the grading guidelines the exam must comprise 2/3 (66.7%) and the common assessment 1/3 (33.3%) of the E(x) grade.

While still in the “Grade Setup” tab, select the E(x) reporting term.

In the bottom pane, click on “Category weights”, and the “add categories” button at the lower left.

Select Common Assessment and Exam categories from the pop-up window and click OK.



Double click on the weight column and enter 33.3 for Common Assessment and 66.7 for the Exam category.

Only one more complication remains. The common assessment grade will not appear on the report card, but must be recorded in the E(x) date range to be weighted properly AND in the C(x) date range to be picked up and stored as part of the student’s records. “Simply” enter the common assessment grade twice. Once in a column with a date in the E(x) range and again in a new column named “CA(x)” in the C(x) date range. This should ensure compliance with all district and state grading requirements.

