

TIPS

TRICKS

TRADE
SECRETS

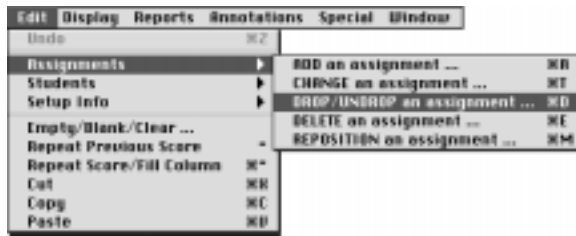
and more TROUBLESHOOTING

A TIP!

Starting a New Grading Period

So it's that time of year already? How time does fly when you're having fun! One marking period has come and gone, and it's time to begin anew in your electronic gradebook. So how's this feat performed in *Making the Grade*, you may ask? Actually, there are at least three ways to effect the commencement of a new term, each of which possesses its own unique advantages and psychological ramifications for your students.

CLASS CARRYOVER METHOD I



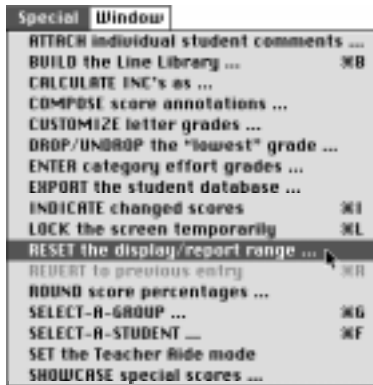
We call the first of our three class carryover options the “Phantom of the Marking Period.” It begins under the **Edit > Assignment > Drop/Undrop an assignment** menu (left) and involves the option screen shown below.

The functional essence of the “Phantom” carryover is to stay within this class as the new period begins—but to **drop** (temporarily) all of the assignments recorded for the previous term. This is performed in the screen at right with the **Drop All** button, one we provided so you won't have to select each activity title by hand.

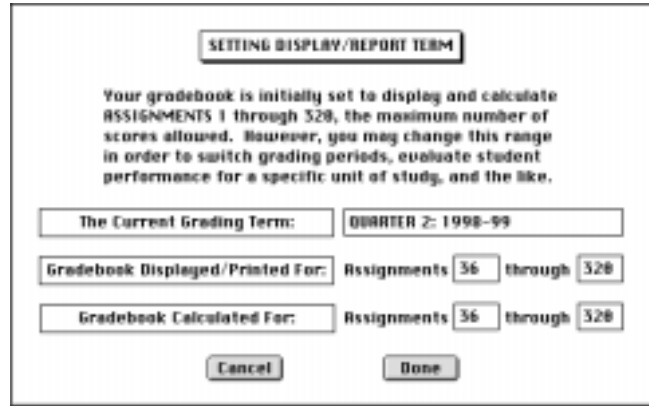


You'll notice that once you return to the gradebook that all assignment data have been **dimmed**, and that the Current Student Totals column is filled with the **N/A** acronym. And there you have it—the “Phantom” carryover! All of the last period's assignments are still “there,” ghostlike, for your students to see. But they're not being computed, for a new term has begun. (Neither will they be included in any take-home printouts.)

CLASS CARRYOVER METHOD II



The second of our three carryover options, the “Faux-Fresh Start” method, begins under the **Special > Reset the display/report range** menus. Students often perceive this method as “forgive and forget,” for within it all of last term’s assignments *seem* to have disappeared.



The truth is, however, that it’s the same old class—but cleverly repackaged. Your first step here, of course, is to give the **Current Grading Term** a new name. Then you must change the number of the first assignment in the new term to **one more** than that recorded in the previous. That is, since 35 assignments were recorded in Quarter 1 of our Sample Gradebook, we reset the Quarter 2 marking period to evaluate assignments 36 and beyond. You’ll note that you also have the option to **display and report** only assignments 36-320, but **calculate** students’ overall grades **for the entire marking period—assignments 1-320!** Either way, the gradebook screen (above left) *seems* to have been emptied and begun anew, but you’ll note that the first available assignment column is #36, not #1. Keep in mind that hardcopy take-home reports will include only active assignments (thereby saving tons of paper), but a message will be included in the header reminding students and parents that other assignments are being calculated as well (if such is your decision).

CLASS CARRYOVER METHOD III



The last of our three carryover options is the “Chuck Everything and Just Start Over” method of term renewal. That is, you simply archive the class you used during the last grading period, and create a **brand new one** for this—using the **Import** buttons to bring in all duplicate data and to save time. Then use the External Report Card function to combine all related classes (up to 15) later.

