

Harmony 3

Setting Up Teacher Grade Books-HS/MS



Teacher grade books are set up for each grading period and finalized at the end of the grading period. To set up a grade book for a class, go to the Classroom...Grade Book view and then click the "New Grade Book" button.

The screenshot shows the Harmony 3 interface. At the top, there is a "New Grade Book" button and a dropdown menu for the teacher, currently set to "King, Phillip". Below this is a table of classes. A red arrow points to the "New Grade Book" button. The "Classroom" menu item in the left sidebar is circled in red.

Description	Teacher	Enrollment		
2 3010-02 English 10	King, Phillip	0 students enrolled	enter plan	take attendance
2 2408-02 Geometry	King, Phillip	2 students enrolled	enter plan	take attendance
5 2308-05 Calculus	King, Phillip	2 students enrolled	enter plan	take attendance
Grade Book for Calculus				
6 2408-06 Geometry	King, Phillip	1 students enrolled	enter plan	take attendance
7 3000sb-07 English 9	King, Phillip	0 students enrolled	enter plan	take attendance

This will give you a popup that will let you pick which class to set the grade book up for. The classes listed here are the classes that have been set up for the teacher by the guidance office. Choose the term you are setting up the grade book for and then select the class.

The screenshot shows a "Choose Class" popup window. At the top right is a "Cancel" button. Below the title, the teacher's name "King, Phillip" is displayed. There is a "Term" dropdown menu set to "2" with a red arrow pointing to it and the text "be sure to choose the correct term" next to it. Below the term dropdown is a list of radio buttons for different classes:

- 3010-02 English 10 Period 2
- 2408-02 Geometry Period 2
- 2308-05 Calculus Period 5
- 2408-06 Geometry Period 6
- 2408-06 Geometry Period 6
- 3000sb-07 English 9 Period 7

On the grade book setup, select the grading period the grade book will be for. Then select the grading scale from the list of scales entered by your office.

For the "calculate grades by" field, select either total points or percentages by category. "Total points" calculates grades by adding up the total points earned and dividing by the total points possible. "Percentages by category" calculates grades by categories. With this method, you will enter the percentage that each category is worth. Grades will be calculated by grouping assignments into these categories.

Next enter the categories for your assignments. If you are calculating grades by "Percentages by Category" you must also enter the weight per category. For each of these items, press "Enter" between each item.

Select the "Final Grade" calculation that you wish to use to calculate your final term grade. These choices are preset by the office.

Lastly, your name should already be listed as author. Please do not change how this is formatted.

Grade Book Settings [Cancel] [OK]

Term: 2

Grading Period: 2

Grading Scale: Standard Grading Scale

Calculate grades by: Percentages by Category

- Enter your category choices below
 - Enter the corresponding weight for each category in the box to the right
 - Each category must have a weight (the weight can be 0).

Categories: Class, Hmwk, Test, Quiz

Pct: 25, 25, 40, 10

Final Grade (method used to calculate term grades): 40% 40% 20%

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Upon clicking "OK" for the settings, your grade book will then be set up and will be listed under the main subject.

Description	Teacher	Enrollment		
2 3010-02 English 10	King, Phillip	0 students enrolled	enter plan	take attendance
Grade Book for English 10				
2 2408-02 Geometry	King, Phillip	2 students enrolled	enter plan	take attendance
5 2308-05 Calculus	King, Phillip	2 students enrolled	enter plan	take attendance
Grade Book for Calculus				
6 2408-06 Geometry	King, Phillip	1 students enrolled	enter plan	take attendance
7 3000sb-07 English 9	King, Phillip	0 students enrolled	enter plan	take attendance