

## **GRADING – Configuring Final Grade Calculations and Parameters**

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## I. Introduction to Final Grade Calculations

In Genesis, Final Grades for courses can be obtained in three possible ways:

- The Grading Module can automatically calculate Final Grades from the individual marking period and exam (Final Exam, MidTerm Exam, etc.) grades the student earns during the duration of the course.
- Teachers can manual compute Final Grades and post them during the “grade posting” period that occurs at the end of the course (i.e. at the end of the Marking Period in which the course ends).
- Teachers can configure their Genesis Gradebooks to automatically compute Final Grades from the student’s marking period and exam (Final Exam, MidTerm Exam, etc.) grades.

In addition, teachers can be given or denied the option to override the automatically computed final grades at Grade Posting time.

### **School vs. District Control of Final Grade Calculations**

Final Grade calculations are set only at the school level. There are no master District level parameters that control Final Grade calculations. The school displayed in the drop down at the top of the Genesis screen is the school for which Final Grade calculations are specified.

### **Configuring Automatic vs. Manual Grade Posting**

The parameters for Final Grade calculations for a school are located on the [Grading→Setup→Calculations](#) screen. If the parameters on the [Grading→Setup→Calculations](#) screen allow, teachers can also specify final grade calculations in their Gradebooks, on the [Gradebook→Profiles→Categories](#) screens.

## II. Final Grade Calculation Formulas and Parameters

### Grading→Setup→Calculations

Automatic Final Grade Calculations Setup

\*Calculate Full Year Course Final Grades:  Yes  No

\*Calculate Semester Course Final Grades:  Yes  No

\*Calculate Quarter Course Final Grades:  Yes  No

\*Grade Posting screen can override Final Grades when automatic grade calculations are enabled:  Yes  No

\*Calculate Sem 1 Grades Using MP Attempted Credits:  Yes  No

\*Allow FG calculations on the section level:  Yes  No

Code	Description	FY	S1	S2	Q1	Q2	Q3	Q4	S1 for FY
MP1	Marking Period 1	20.0	50.0	0.0	100.0	0.0	0.0	0.0	50.0
MP2	Marking Period 2	20.0	50.0	0.0	0.0	100.0	0.0	0.0	50.0
ME	Midterm Exam	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0
MP3	Marking Period 3	20.0	0.0	50.0	0.0	0.0	0.0	100.0	0.0
MP4	Marking Period 4	20.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0
FE	Final Exam	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total (Must = 100)</b>		100%	100%	100%	100%	100%	100%	100%	100%

The grading collections shown above are those that are marked as **marking period**, or **exam**.

Save

Figure 1 – The **Grading→Setup→Calculations** screen defines how, where and when final grades are calculated in Genesis

### Grade Calculations and the Final Grade Calculation Parameters

This screen controls, in detail, the calculation of final grades for Full Year, single Semester and Quarter courses.

### Grading Parameters

- **Calculate Full Year Course Final Grades** – Enable/disable automatic calculation of final grades for full year courses. If this is set to “No” teachers must calculate and submit their own final grades for full year courses. If it is set to “Yes” then the Genesis Grading Module will calculate the final grade according the formula specified in the “FY” column in the matrix.
- **Calculate Semester Course Final Grades** - Enable/disable automatic calculation of final grades for single semester courses. If this is set to “No” teachers must calculate and submit their own final grades for full year courses. If it is set to “Yes” then the Genesis Grading Module will calculate the final grade according the formula

specified in the “**S1**” or “**S2**” column in the matrix, depending on whether the course is a Semester 1 or Semester 2 course.

- **Calculate Quarter Course Final Grades** - Enable/disable automatic calculation of final grades for quarter courses. If this is set to “No” teachers must calculate and submit their own final grades for full year courses. If it is set to “Yes” then the Genesis Grading Module will calculate the final grade according the formula specified in the “**Q1**”, “**Q2**”, “**Q3**”, or “**Q4**” column in the matrix, depending on which quarter (i.e. Marking Period) the course is taught in.
- **Grading Posting screen can override Final Grades when Automatic grade calculations are enabled** – Allow teachers, when posting grades, to override automatically calculated Final Grades. This applies only when at least one of the above option is set to “yes”.
- **Calculate Sem 1 Grades Using MP Attempted Credits** -
- **Allow FG calculations on the section level** – Allow calculation of final grades “automatically” by the Genesis Gradebook, when teachers are using the Gradebook and post grades via the **Gradebook→Post Grades** screen. Teachers must set up the calculations in the Gradebook. The final grades calculated in the Gradebook take precedence above all others, though will be able to be overridden by the teacher at Grade Posting time.

### **The Grade Calculation (i.e. Formula) Matrix**

The matrix specifies how to calculate the Final Grade for each type of course. The rows in the matrix correspond to the Grade Collections specified on the **Grading→Setup→Collections** screen. Each Collection that is flagged as either a “marking period” or an “exam” is listed as a row in this matrix (that is, the rows are not fixed: they are determined by the information specified on the **Grading→Setup→Collections** screen). “Interim” (progress report) grade collections are not included here.

The columns of the matrix correspond to the “semester code” for each course (except for the rightmost column titled “**S1 for FY**”). The “**FY**”, “**S1**”, “**S2**”, “**Q1**”, “**Q2**”, “**Q3**”, “**Q4**” columns determine the formulas for the corresponding type of course.

Each column in the matrix **must** add up to 100% - it must completely specify how to calculate the final grade for that type of course. The 100% can come from any combination of cells in the column. In the example shown in Figure 5 above the Marking Period 3 grade is 100% of the Q3 final grade; the FY final grade formula: 20% is contributed by each Marking Period and the last 20% is contributed by the Final Exam – there is no contribution from a MidTerm Exam. Semester 1 (S1) course final grades are 50% from MP1 and 50% from MP2.

The “**S1 for FY**” column is the only column in the matrix which does not specify how to compute a final grade; it specifies how to compute a Semester 1 grade for a Full Year course. The column must still add up to 100%. The computed “Semester 1” grade itself is not used for anything other than printing on transcripts (for college submission) and possibly report cards (that is, it is not a component in any other column of the final grade matrix).

### III. Configuring Automatic Final Grade Calculation in the Grading Module

Automatic Final Grade calculations are controlled by the set of parameters at the top of the [Grading→Setup→Calculations](#) screen. Courses of different lengths (i.e. full year vs. single semester vs. quarter) are controlled separately. It is possible to have Final Grades calculated automatically for full year courses and calculated manually for quarter courses, for example.

There are three ‘course length’ parameters<sup>1</sup>:

- **Calculate Full Year Course Final Grades**
- **Calculate Semester Course Final Grades**
- **Calculate Quarter Course Final Grades**

Each of these controls automatic Final Grade calculations for the corresponding length classes. If these are set to “**Yes**”, the Final Grades for courses of the corresponding length are set automatically. If these are set to “**No**”, the Final Grades for courses of the corresponding length must be automatically calculated by the teachers and manually posted at Grade Posting time.

To enable automatic Final Grade calculations do the following:

1. Go to the [Grading→Setup→Calculations](#) screen.
2. Set the **Calculate Full Year Course Final Grades**, **Calculate Semester Course Final Grades** and **Calculate Quarter Course Final Grades** parameters to “**Yes**”. (To disable automatic Final Grade calculations set these parameters to “**No**”.)
3. Click [Save](#).

#### Teacher Overrides of Automatically Calculated Final Grades

The **Grading Posting screen can override Final Grades when Automatic grade calculations are enabled** parameter controls whether or not teachers are allowed to manually override any automatically calculated Final Grade.

To enable manual teacher overrides of automatically calculated Final Grades do the following:

1. Go to the [Grading→Setup→Calculations](#) screen.
2. Set the **Grading Posting screen can override Final Grades when Automatic grade calculations are enabled** parameter to “**Yes**”.
3. Click [Save](#).

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<sup>1</sup> All parameters are fully described above in Section II.

## IV. Configuring Automatic Calculation of Final Grades in Teacher Gradebooks

A single parameter on the [Grading→Setup→Calculations](#) screen controls whether teachers are allowed to specify Final Grade calculations in their Gradebook. This is the **Allow FG calculations on the section level** parameter.

This parameter only controls whether teachers are *allowed* or not allowed to specify Final Grade calculations in their Gradebooks. The actual specification of how Final Grades are to be computed is located on the [Gradebook→Profiles→Categories](#) screens.

To allow teachers to specify Final Grade calculations in their Genesis Gradebooks, do the following:

1. Go to the [Grading→Setup→Calculations](#) screen.
2. Set the **Allow FG calculations on the section level** parameter to “**Yes**”.
3. Click **Save**.
4. Instruct teachers in how to specify Final Grade calculations in their Genesis Gradebooks (see the companion document “**Configure Final Grade Calculations in the Genesis Gradebook**”).

## V. Configuring Teacher Posting of Final Grades

### A. *Configure Manual Teacher Computation of Final Grades*

To disable automatic Final Grade calculations and force teachers to manually compute Final Grades do the following:

1. Go to the [Grading→Setup→Calculations](#) screen.
2. Set the [Calculate Full Year Course Final Grades](#), [Calculate Semester Course Final Grades](#) and [Calculate Quarter Course Final Grades](#) parameters to “Yes”. (To disable automatic Final Grade calculations set these parameters to “No”.)
3. Set the [Allow FG calculations on the section level](#) parameter to “No”.
4. Click [Save](#).

To disable automatic Final Grade calculations but allow teachers to specify automatic computation of Final Grades in their Genesis Gradebooks, do the following:

To disable automatic Final Grade calculations and force teachers to manually compute Final Grades do the following:

1. Go to the [Grading→Setup→Calculations](#) screen.
2. Set the [Calculate Full Year Course Final Grades](#), [Calculate Semester Course Final Grades](#) and [Calculate Quarter Course Final Grades](#) parameters to “Yes”. (To disable automatic Final Grade calculations set these parameters to “No”.)
3. Set the [Allow FG calculations on the section level](#) parameter to “Yes”.
4. Click [Save](#).

### B. *Configure Teacher Overrides of Automatically Computed Final Grades*

To enable manual teacher overrides of automatically calculated Final Grades do the following:

1. Go to the [Grading→Setup→Calculations](#) screen.
2. Set the [Grading Posting screen can override Final Grades when Automatic grade calculations are enabled](#) parameter to “Yes”.
3. Click [Save](#).

## VI. Specifying the Formulas for Final Grade Calculations

The matrix on the [Grading→Setup→Calculations](#) screen contains the actual formulas for computing Final Grades. Each column of the matrix (see Figure 1 above) specifies how to compute the Final Grades for courses of the corresponding length (e.g. full year, single semester, single quarter). The rows in the matrix are the individual elements in the final grade calculation. The rows are generated from the Grading Collections specified on the [Grading→Setup→Collections](#) screen. That is, the rows are not ‘hardwired’ – they are determined at run time.

### Grading→Setup→Collections

Code	Description	Seq
IR1	Interm Report Period 1	5
MP1	Marking Period 1	10
EX1	MP1 Exam	14
IR2	Interm Report Period 2	17
MP2	Marking Period 2	20
EX2	MP2 Exam	25
IR3	Interm Report Period 3	27
MP3	Marking Period 3	30
EX3	MP3 Exam	35
IR4	Interm Report Period 4	37
MP4	Marking Period 4	50
EX4	MP4 Exam	55
FG	Final Grade	100

**Figure 2 – Note that on this [Grading→Setup→Collections](#) screen an exam is specified for each Marking Period (instead of just a Final Exam and a MidTerm exam). See the corresponding Final Grade calculation matrix below.**

In the example screen shown in Figure 2, four separate exam grade collections have been built, rather than a single Final Exam and a single MidTerm exam. The resulting matrix is shown below.

Note that the matrix shown here has a row for *each* of the exams and each of the Marking Periods listed on the [Grading→Setup→Collections](#) screen above.

Code	Description	FY	S1	S2	Q1	Q2	Q3	Q4	S1 for FY
MP1	Marking Period 1	20.0	40.0	0.0	80.0	0.0	0.0	0.0	40.0
EX1	MP1 Exam	5.0	10.0	0.0	20.0	0.0	0.0	0.0	10.0
MP2	Marking Period 2	20.0	40.0	0.0	0.0	80.0	0.0	0.0	40.0
EX2	MP2 Exam	5.0	10.0	0.0	0.0	20.0	0.0	0.0	10.0
MP3	Marking Period 3	20.0	0.0	40.0	0.0	0.0	80.0	0.0	0.0
EX3	MP3 Exam	5.0	0.0	10.0	0.0	0.0	20.0	0.0	0.0
MP4	Marking Period 4	20.0	0.0	40.0	0.0	0.0	0.0	80.0	0.0
EX4	MP4 Exam	5.0	0.0	10.0	0.0	0.0	0.0	20.0	0.0
<b>Total (Must = 100)</b>		100%	100%	100%	100%	100%	100%	100%	100%

If you examine the column for **FY** courses, you will note that each of the four exams (**MP1 Exam**, **MP2 Exam**, **MP3 Exam** and **MP4 Exam**) contributes 5% to the Final Grade and that each Marking Period contributes 20%. For **S1** courses, two exams (**MP1 Exam**, **MP2 Exam**) contributes 10% to the Final Grade and that two Marking Periods each contributes 40% - and the other two exams and other two marking periods contribute 0% and are not part of **S1** courses (as you would expect). Conversely, for **S2** courses, two exams (**MP3 Exam** and **MP4 Exam**) contribute 10% each to the Final Grade and the two other Marking Periods each contributes 40%. Each quarter course (**Q1** to **Q4**) gets 80% of its grade from the corresponding Marking Period and 20% of its grade from the marking period Exam.

Every column must add up to 100% - that is, the column completely specifies how to compute the Final Grade. The 100% requirement also applies to the “**S1 for FY**” column, which does not specify a final grade, but how to compute the interim Semester 1 grade for Full Year courses.

A more typical matrix might appear as follows (note that quarter courses do not incorporate exam grades here) (More information is found in the **Grading Collections** document):

Code	Description	FY	S1	S2	Q1	Q2	Q3	Q4	S1 for FY
MP1	Marking Period 1	20.0	40.0	0.0	100.0	0.0	0.0	0.0	40.0
MP2	Marking Period 2	20.0	40.0	0.0	0.0	100.0	0.0	0.0	40.0
ME	MidTerm Exam	10.0	20.0	0.0	0.0	0.0	0.0	0.0	20.0
MP3	Marking Period 3	20.0	0.0	40.0	0.0	0.0	100.0	0.0	0.0
MP4	Marking Period 4	20.0	0.0	40.0	0.0	0.0	0.0	100.0	0.0
FE	Final Exam	10.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0
<b>Total (Must = 100)</b>		100%	100%	100%	100%	100%	100%	100%	100%