

GRADING ADMINISTRATION: OVERVIEW GUIDE FOR THE GENESIS GRADING MODULE

- I. Introduction to the Genesis Grading Module**
 - A. Range of Possible Grading Schemes**
 - B. Roles and Responsibilities**
 - C. Definitions**
 - D. Interactions with Other Modules**
 - E. Interactions with Teacher Gradebooks**
 - F. Grading Module Setup**
- II. Computing Grade Point Averages**
- III. Marking Period & Interim Grading**
 - A. Overview**
 - B. Setup**
 - i. Setting Up the School's Grading Scheme**
 - 1. Numeric Grades**
 - 2. Alpha Grades**
 - 3. Maximum and Minimum Grades**
 - ii. Setting Up Grade Collections**
 - 1. Overview**
 - 2. Interim Report Periods**
 - 3. Marking Period Grading**
 - 4. Exams**
 - 5. Final Grades**
 - iii. Setting Up Grading Comments**
 - iv. Setting Up Final Grade Calculations**
 - v. Setting Up Attendance Credit Loss**
 - C. The Grading Process**
- IV. GPAs, Rankings & Honor Rolls**
 - A. Setup**
 - B. Running GPAs**
 - C. Running Rankings**
 - D. Running Honor Rolls**
- V. Report Cards**
 - A. Setup**
 - B. Printing**
- VI. Sports Eligibility**

I. Introduction to the Genesis Grading Module

The Genesis Grading module is a rich, complex set of functions that allows each school to design and implement its own Grading scheme. There are a wide range of options and parameters which allow for maximum flexibility in grading. This document is intended to provide a general overview of the Genesis Grading Module, to indicate where and how that module interacts with other Genesis modules such as the Scheduling Module, the Attendance Module and basic Student Records, and to explain what the general and specific tasks of the “Grading Administrator” are.

Scope of the Grading Module

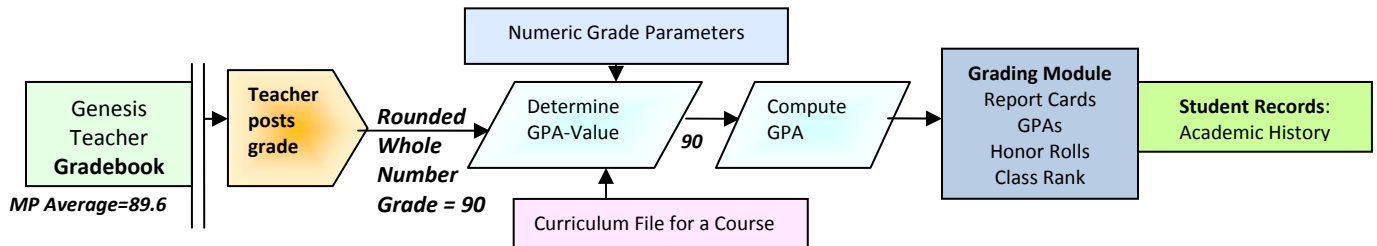
The Grading module manages all aspects of the generating of secondary school grading: report cards, grade point averages (GPAs), Class Rankings and Honor Rolls:

- Grading Scheme – How does the grading system work? What types of grades are allowed – numeric or alpha or both? What is a grade worth – that is, what does it contribute to the GPA? Which courses are included in the GPA? Which are omitted?
- Posting Grades – The collection of grades from teachers
- Calculating GPAs – Averaging course grades to create the average
- Calculating Class Ranks
- Calculating Honor Rolls
- Generating Report Cards
- Calculating Academic Sports Eligibility

A. Range of Possible Grading Schemes

The Grading module is designed to be extremely flexible. The goal is to allow schools maximum flexibility in the design of their grading schemes. Three of the more common grading schemes are illustrated in the examples below. Please note that these illustrate only the most popular grading schemes. Many variations on these are possible, as well as additional schemes which blur the line between “Numeric” and “Alpha”.

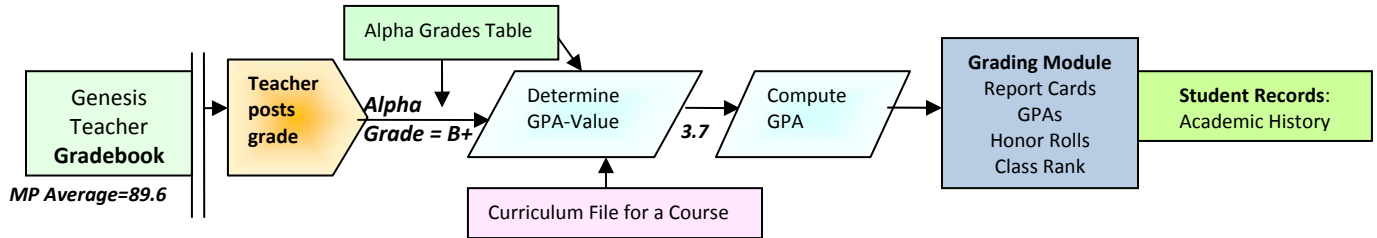
Example 1: Regular Numeric Grading



In a regular numeric grading scheme, a Numeric Grade is posted by the teacher. If the teacher is using the Genesis Gradebook, the Gradebook Marking Period Average is first rounded to a whole number value and then ‘posted’ to the Grading Module. For example, an 89.6 would be rounded up to a 90. The Grading Module then uses Numeric grade parameters and information in the Course Catalog (“Curriculum File”) to compute both weighted and unweighted “GPA-Value” of the Numeric Grade. In a ‘regular’ Numeric Grading scheme, the ‘unweighted Numeric

grade’ is the 90 itself and the ‘weighted Numeric grade’ is a small variation on the 90: 91, 90.9, etc. Weighting is usually done by adding a small value (e.g. ‘1’ or ‘2’) or multiplying (90 x 1.1).

Example 2: Normal Alpha Grading



In an Alpha grading scheme, if the teacher is using the Genesis Gradebook, when the teacher posts the Marking Period grade, the Gradebook Marking Period Average is converted directly to a Letter Grade, usually in the range A to F. The Alpha Grades Table is used to convert the numeric Marking Period Average into the Letter Grade. **Then** the Alpha Grade has to be converted back into a numeric value so that the student’s average can be computed. This is called the “Quality Points” value of the Letter grade and the result is the “GPA-Value” used to compute GPAs. The Alpha Grades Table is also used to convert the Alpha Grade back into the numeric Quality Points/GPA-Value of the grade. The conversion then goes:

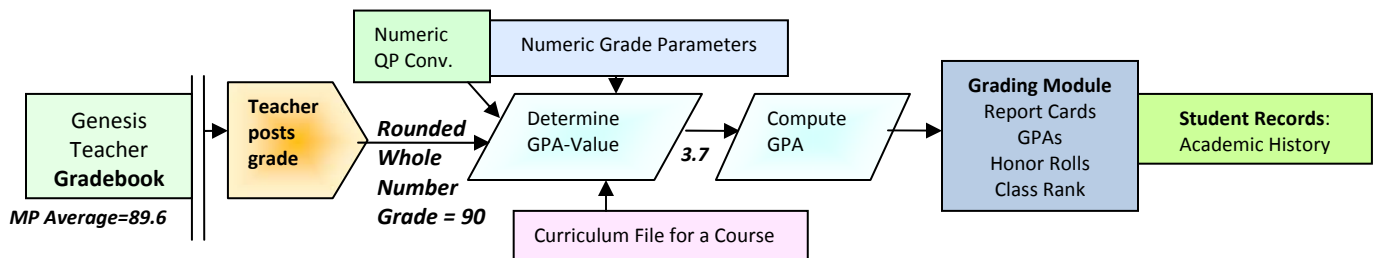
Marking Period Average(89.3) to Letter Grade (B+) to Quality Points (3.7)

The “Quality Points” becomes the ‘unweighted numeric grade’; weighting is then applied to obtain a ‘weighted numeric grade’:

MP Average(89.3) to Letter Grade (B+) to Quality Points (3.7), weighted: 4.0

Note that the ‘original’ Gradebook Marking Period Average is totally obscured.

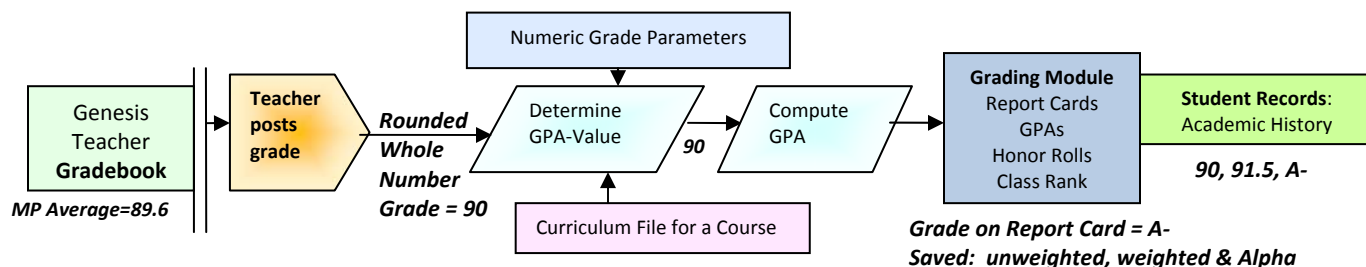
Example 3: Modified “Quality Point” Numeric Grading



In a “Quality Point” Numeric grading scheme, the Numeric Grade is posted by the teacher and it is first rounded to a whole number value. However, after it is posted to the Grading Module it is converted from the rounded Marking Period Average (e.g. 90) into a “Quality Point” value. Usually these Quality Point values are in the range 0.0 to 4.0. For example, an 89.6 would be rounded up to a 90 and then converted to 3.5 or perhaps 3.7. The Grading Module then uses information in the Course Catalog to compute both weighted and unweighted “GPA-Value” of the Numeric Grade. In this modified Quality Point Numeric Grading scheme, the ‘unweighted Numeric grade’ is the 3.7 value and the ‘weighted Numeric grade’ is a small variation on the 3.7:

4.0, etc. The information on how to convert the MP Average (e.g. 90) to a Quality Point value is contained in a "Numeric Quality Point Conversion Table".

Example 4: Numeric-to-Alpha Grading (Teacher reports Numeric, Alpha appears on Rpt Card)



In this scheme, a Numeric Grade is posted by the teacher while what ultimately appears on the Report Card is an Alpha grade. If the teacher is using the Genesis Gradebook, the Gradebook Marking Period Average is first rounded to a whole number value and then 'posted' to the Grading Module. For example, an 89.6 would be rounded up to a 90. The Grading Module then uses Numeric grade parameters and information in the Course Catalog ("Curriculum File") to compute both weighted and unweighted "GPA-Value" of the Numeric Grade. The Numeric is then used to search the Alpha Grades table to locate the corresponding Alpha Grade. The Alpha Grade is then printed on the Report Card and stored in the student's record along with both the weighted and unweighted Numeric grades.

Grades as they are Posted and Grades as they are Stored in a Student's Academic History

When a teacher posts a grade, up to three *different* versions of the grade are stored in the student's Academic History records:

- **An unweighted Numeric Grade** – In a Numeric grading system this is the "grade as posted" by the Teacher. In an Alpha grading scheme, this is the initial "Quality Points" value of the Alpha Grade.
- **A weighted Numeric Grade** – In both grading schemes, this is the result of the "Weighting" operation applied to the unweighted Numeric Grade.
- **An Alpha Grade** – In Alpha grading schemes, and in mixed Alpha/Numeric grading schemes, an Alpha Grade is also stored in the student's academic history records.

How Does Weighting Work?

Weighting is designed to differentiate between the difficulty levels of courses. Typically, harder courses are weighted more heavily and easier courses are weighted lightly or not at all. Students get more points for doing harder work. Genesis supports many possible weighting schemes and allows for parameters to signal when to turn weighting on and off. The most basic weighting includes the following options:

- Do not weight the grade at all (e.g. for 'easier' courses)
- Add a small weight to the 'raw' grade to produce the weighted grade (e.g. Add 1)
- Multiply the 'raw' grade to obtain the weighted grade (e.g. Multiply by 1.1).
- Directly substitute a new value for the existing 'raw' value to produce the weighted value. This is *not* a computation – it is a brute force substitution.

Computing Grade Point Averages (GPAs)

Much of the complexity and richness of the options provided by the Genesis Grading Module is in place to allow schools to define how to compute Grade Point Averages. The definitions below in Section I.C. should help explain the range of GPA calculation options available in Genesis.

B. Roles and Responsibilities

Responsibilities

The Setup of the Grading Module

- Determine the Grading scheme the school will use (Numeric, Alpha, etc.)
- Determine how GPAs will be calculated
- Determine how Honor Rolls will be calculated
- Specify the format of the Report Card (i.e. select or design the Report Card template).

The Process of Grading

- Open & Close Grading
- Run GPAs, Ranks and Honor Rolls
- Generate Report Cards

Key Roles

Grading Administrator – The person designated to manage Grading for a school (or an entire district). This person typically has responsibility for the **process of grading**: they should have the responsibility, minimally, to open & close Grading, as well as run GPAs, Ranks and Honor Rolls, and generate Report Cards. They may or may not also have the ability to set up the Grading Module. The “Grading Administrator” can be a single person or these tasks can be parceled out to several individuals.

System Administrator – The Genesis System Administrator has the overall responsibility for the functioning of Genesis in the school district. This person will typically either do the basic setup of the Grading module in each school or help in that setup.

C. Definitions

Key Concepts in the Genesis Grading System

The terms described below cover and explain various aspects of the Genesis Grading Module. Reading through this list of definitions will explain much of the options and flexibility contained in the module.

Basic:

- **Grading Scheme** – The way in which a school chooses to grade students. A school's grading scheme consists of:
 - The grades the teachers award to the students (i.e. the grades the teachers **post** to the report card grading system). For example: alpha vs. numeric grades.

- The weighting applied to those grades to determine the 'weighted grade' (see definitions below).
 - The grades actually stored for each student (alpha vs. numeric, weighted and unweighted)
 - The way grades are valued for GPA calculations as well as the number and type of GPAs kept by the school.
- **Class Rank** – A numeric ordering of students based on the values of a selected GPA.
 - **Honor Roll** – A selection of students based on grade-based criteria (e.g. "All As").

Time Periods:

- **Semester Codes** – A "Semester Code" represents the length of time a course is taught. With this meaning, a "Semester" is not just ½ of a school year. Genesis has 7 different categories of built-in Semester Codes:
 - **Full Year** – 1 Full Year Semester Code (FY)
 - **Semester** – 2 ½ Year Semester Codes (S1, S2)
 - **Trimester** – 3 1/3 Year Semester Codes (T1, T2, T3)
 - **Quarter** – 4 ¼ Year Semester Codes (Q1, Q2, Q3, Q4)
 - **Cycles** – 6 1/6 Year Cycle Semester Codes (C1, C2, C3, C4, C5, C6)
 - **Exploratories** – 8 1/8 Year Semester Codes (E1, E2, E3, E4, E5, E6, E7, E8)
 - **Mini-Courses** – 12 1/12 Year Semester Codes (M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12)

The Semester Codes are stored in the "Attendance Cycles" table which is found on the [Setup→Schools→School Parameters→Attendance Cycles](#) screen. There is a separate Attendance Cycles table for each School. Each "Semester" has an associated Start Date and End Date. The Start and End dates for any of these "Semesters" can be changed to match how you actually run your school year and course durations.

- **Marking Periods** – A Marking Period represents only a period of time. It is the most basic division of the School Year. Marking Periods, like Semester Codes, are Attendance Cycles and are stored in the "Attendance Cycles" table. The Start and End dates for Marking Periods can be altered to match the divisions of your school year. The Marking Period Start and End dates are not checked against the Semester Code Start and End dates: you must ensure that any dates you wish to match up actually do match up.

Grades:

- **Numeric Grades** – A numeric grade is a **number** submitted as a student's Marking Period grade. Numeric Marking Period grades are whole numbers, such as 75, 83, 91, 98.
- **Alpha Grades** – Any grade which is not numeric is an Alpha grade. This includes grades such as "WF" (withdraw failing), "WP" (withdraw passing), "NG" (no grade), "EX" (Exempt), as well as all regular letter grades (see below).

- **Letter Grades** – A “letter” grade is specifically one in the set A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Other ‘letter’ grades, such as “Pass”, “Fail”, “O – Outstanding”, “S – Satisfactory”, and “U – Unsatisfactory” are Alpha grades but **not** Letter grades.
- **Raw Grade Value** – A “raw” grade is the **numeric** value of a grade as it was posted by the teacher. The “numeric” value of an Alpha grade is the “Quality Points” value it is converted to so that it can be used to compute Grade Point Averages. The “raw” value of a Numeric Grade can be either the grade itself **or** a Quality Point value it is converted to. However, even raw grade values are subject to certain restrictions, such as rules for the minimum allowable or maximum allowable grades. These rules limit the possible grades that a teacher can post. For example, if the minimum grade value is a 65, and a teacher attempts to give a student a 50, the 50 will be immediately converted to a 65 (the teacher will see a dialog box with an explanation). The 65 becomes the raw grade.
- **Weighted Grade** - A weighted grade is a ‘raw’ grade to which some transformation has been applied. The types of weighting that can be applied include:
 - **Adding** a value to the raw grade (e.g. Add 1.0)
 - **Multiplying** the raw grade by a value (e.g. Multiply by 1.1)
 - **Replace** the raw grade with a different value (that is, neither an add nor a multiply operation is performed; a new value is simply plugged in as a replacement value). E.g. a different weighted value can be chosen based on the level of the course (e.g. Honors course, AP course, etc.). There are multiple replacement strategies.

Grade Point Averages and their Computation:

- **Grade Point Averages (GPA)** - A GPA is an average computed from the grades awarded for multiple courses. . GPAs are typically computed differently in middle schools and high schools. There are two distinguishing characteristics of a GPA: **type** and **duration**. GPAs cover all durations, from one Marking Period to an entire four year high school career. Each school determines what GPAs will be computed covering which durations. There are two basic types of GPAs:
 - **Unweighted GPA** – A GPA computed from “raw” grade values which have not had weights applied (See “Raw Grade Value” above).
 - **Weighted GPA** – A GPA computed from “weighted” grade values (See “Weighted Grades” above).

GPA Durations can be any of the following: one Marking Period, the entire current year, cumulative over multiple years, seven semester, five semester, three semester, one semester.

- The **GPA-value** of a grade – The “GPA-value” of a grade (often called Quality Points) is the numeric value of the grade as it is used to compute a GPA. The information which is combined to generate the “GPA-value” of a grade is captured from multiple locations in Genesis. The process of determining the GPA-Value will be described in detail below in Section X.X. The information used to calculate the GPA-Value is found spread though the following locations:
 - The grade itself as posted by the Teacher (“grade posting”)

- The Alpha Grades Table
- The Numeric Parameters
- The Curriculum File (course catalog) entry for the course being graded.
- The definition of the GPA itself (is it a weighted or unweighted GPA?)

The GPA itself, in part, determines the GPA-value of a grade:

- A 'weighted GPA' requires the GPA-value of a grade to be the weighted value (except if explicit flags on a Course reverse the sense of "weighted" and "unweighted" GPAs).
 - An 'unweighted GPA' requires the GPA-value of a grade to be an unweighted value (but not necessarily a completely raw, unconverted value).
- **Quality Points** - Quality Points are the numeric value of a typically non-numeric grade. To compute a grade point average, an alpha grade (e.g. "A") has to be converted to a number. This number is termed the "Quality Points" of the grade. Typically, the Quality Points of an Alpha Grade are in the range 0.0 to 4.0. Some schools also wish to convert numeric grades (e.g. 95) into a 4 point scale – that is, to convert numeric grades into corresponding Quality Points. Genesis allows for the following:
 - Convert an Alpha Grade into a numeric Quality Point value. (E.g. A→4.0). Conversion of Alpha Grades to "Quality Point" values is necessary to compute GPAs.
 - Convert a Numeric Grade into a different numeric Quality Point value. (e.g. 98→4.0). Converting Numeric Grades to Quality Points is optional.
 - Use a Quality Point scale other than from 0.0 to 4.0 –e.g. use a scale than runs from 0.0 to 6.0.
 - Exempt certain classes from being calculated into the GPA.
 - **The Alpha Grades Table** – The Alpha Grades Table, located on the [Grading→Setup→Valid Grades→Alpha Grades→List](#) screen, contains an entry for every Alpha Grade allowed by the school. This entry specifies how to handle the Alpha grade, how to treat it and it also may specify "substitution" values for the grade if the **weighted** GPA-Value of the grade is to be arrived at by substitution rather than by adding or multiplying.
 - **The Numeric Grade Parameters** – The Numeric Grade parameters, located on the [Grading→Setup→Valid Grades→Numeric Grades](#) screen, specify whether the school will use Numeric Grades, Alpha Grades or both. In addition, these parameters specify how to convert a Numeric Grade into its "GPA-Value" (see above). The minimum passing numeric grade is also specified on the same screen.
 - **The Minimum/Maximum Grades Table** - The Minimum/Maximum Grades table, located on the [Grading→Setup→Valid Grades→Minimum /Maximum](#) screen, specifies a Minimum & Maximum grade in three categories (Weighted, Unweighted and Alpha) for each Semester Code (e.g. FY, C1, M12, ...) for each Grading Collection. This allows a different minimum and maximum to be specified for each Semester type in each Grading Collection for each of the three types of grade (Weighted, Unweighted and Alpha).

- **The Numeric Quality Points Conversion Table** - The Numeric Quality Points Conversion table, located on the [Grading→Setup→Valid Grades→Numeric QP Conv.](#) screen, can specify conversions from numeric values to corresponding "Quality Point" values (e.g. in the range 0.0 to 4.0) for arbitrary (and possibly unequal) ranges of Numeric grades.

Types of Grades and Grade Postings

- **Interim Reports** – These are the mid-Marking Period progress reports. Most of the time Interim Reports consist entirely of comments, including comments that can express the target numeric grade range the student is currently achieving. It is possible to collect a regular numeric or alpha grade for an Interim Report, but it is unusual.
- **Marking Periods Grades** – These are grades collected by the Grading Module following the end of a Marking Period. A Marking Period 'grade' – depending on the type of course being graded – cover a different period of time than the Marking Period itself. For example, for "Semester" codes that do not match up evenly with Marking Period boundaries, any grade that is submitted will also not cover the full "Marking Period" period of time:
 - **Cycles** (C1, C2, C3, C4, C5, C6) – Cycles can start in one Marking Period and end in another. A Cycle course is only graded in the Marking Period in which it ends.
 - **Exporatories** (E1, E2, E3, E4, E5, E6, E7, E8) – These are graded in the MP in which they end.
 - **Mini-Courses** (M1, M2, M3, M4, M5, M6, M7, M8, M9, M10, M11, M12) – Mini-Courses. They are graded in the MP in which they end.
- **Exam Grades** – A grade for any exam that is collected by the Grading Module separately from Marking Period grades. This includes Mid-Term Exams, Final Exams and any other officially reported "Exam". Some schools choose to collect 4 separate Exam grades – one for each Marking Period, instead of just a Mid-Term and a Final Exam grade.
- **Final Grades** – A final grade is the end grade a student receives for a course. Final grades can be arrived at in various ways:
 - **Automatic Calculations** – A final grade can be calculated automatically based on the Marking Period and Exam grades a teacher has posted throughout the duration of the course. The calculation is based on a formula that is specific to the "Semester" type of the course (E.g. FY courses are necessarily computed differently from S1 courses, or from cycle courses, etc.).
 - **Manually Posted** – The opposite extreme from a Final Grade that is automatically posted is one that is submitted by a teacher and need not relate to any Marking Period or Exam grades previously posted for the course.
 - **Automatic Calculation with Teacher Override** – This is a Final Grade which is automatically calculated and shown to the teacher who might then override it.
 - **Computed by Gradebook** – This is actually a modification of "manually posted" Final Grades. The Genesis Gradebook can be configured to compute Final Grade based on a formula the teacher enters into the Gradebook, rather than a school-wide formula. Optionally, the teacher can also override this Final Grade.

- **Marking Periods** – Divisions of the school year. In a “semester” system, there are typically four Marking Periods in a school year, two in the Fall Semester (S1) and two in the Spring Semester (S2). Grades are collected from teachers and report cards sent home, for most secondary schools, at the end of each Marking Period. Marking Periods are **when courses are graded**. A “Marking Period” does not define the length of a course: a course that last for one Marking Period is a “Quarter Course” (Q1, Q2, Q3, Q4).

The Grading Process

- **Grading Collections** – A ‘Grade collection’ is a Genesis structure that describes to the Grading module **what to collect** when Grading is open so that grades and other information can be posted. The contents of the “Grading Collection” is used by the “Post Grades” mechanism to build the Post Grades screen – how many grades to collect, how many comments to collect, whether or not to collect Attendance information. There are several different types of “Grade Collections” including:
 - Final Grade
 - Interim
 - Marking Period
 - Exam
 - Semester

Genesis uses the “type” flags to determine how to handle the Grade Collection and where to look for information. Exam grades, such as Mid-Terms or Final Exams are always described in their own Grading Collection. Grading Collections are described in more detail below in Section X.X.

- **Grading Process** – The ‘Grading Process’ means the opening of Grading so that teachers can post grades, followed by closing Grading so that teachers can no longer directly post grades. Grades can always be updated by Guidance Counselors or other Administrators who have direct access to the students’ academic history records.
 - **Open Grading** – Grading is opened for a specific Marking Period (e.g. MP2). When it is opened, the Grading Administrator identifies which “Grading Collections” should be opened so that grades and other information can be posted to them. More than one Grading Collection can be “opened” at a time. In fact, it is normal to open several collections. For example, at the end of MP2, typically at least 3 Grading Collections are opened: MP2, ME (Mid-Term) and FG (for any classes ending at the end of S1).
 - **Closing Grading** – At the end of the “post grades” period the Grading Administrator ‘closes’ grading.
- **Posting Grades** – Teachers post grades on one of two “Grade Posting” screens:
 - **Without Gradebook**: When teachers are not using the Genesis Gradebook they post grades using the Grade Posting screens that are supplied as part of the Grading module itself: [Grading→Post Grades](#)
 - **When using Genesis Gradebook**: Teachers who are using the Genesis Gradebook post grades using the Grade Posting screen that is the interface between the Gradebook and the Grading module: [Gradebook→Post Grades](#).

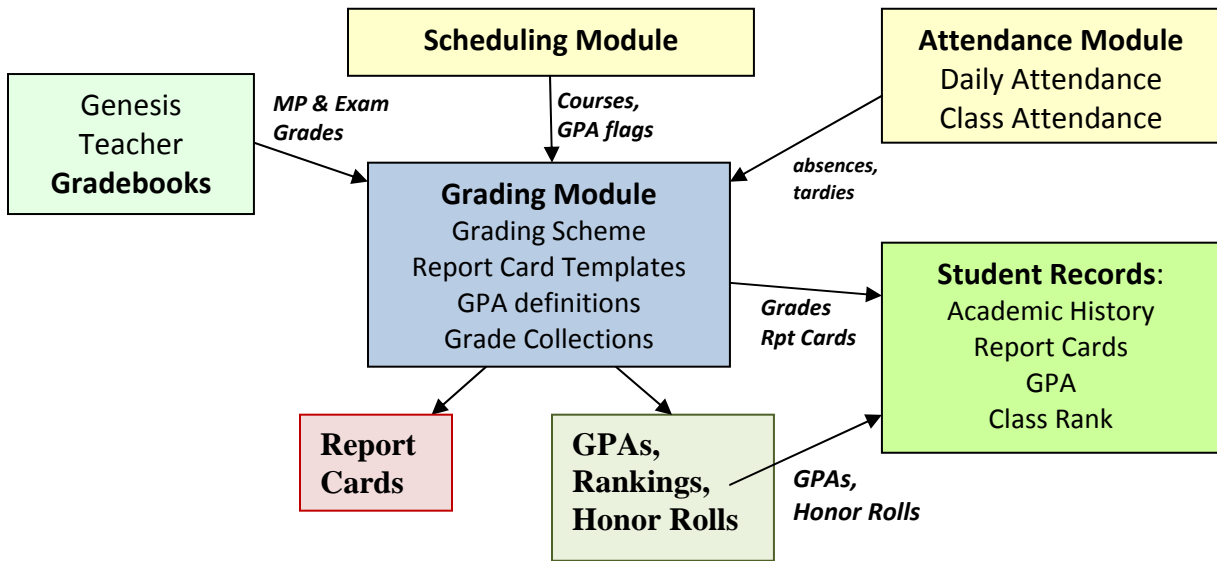
This screen simplifies the process of transferring grades from the Gradebook to the Grading module.

D. Interactions with Other Modules

Interactions with the Scheduling, Attendance and Student Data Modules and Gradebook

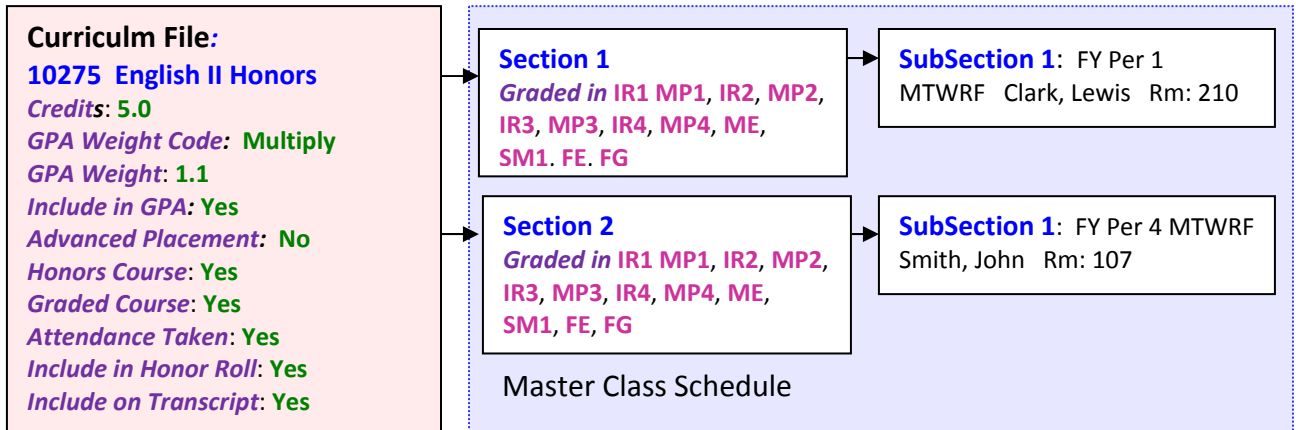
The Grading module does not stand alone. It interacts with various other ‘core’ Genesis modules. Most importantly, the Curriculum File in the Scheduling module (i.e. the Course Catalog) contains much information on how to compute GPA values for individual courses.

The diagram below provides a very high level view of the interactions between the Grading Module and the other ‘core’ Genesis Modules of Scheduling, Attendance and Student Data (Student Records), as well as with the Genesis Gradebook.



Grading Information in the Course Catalog (Curriculum File) and the Master Class Schedule

GPA's are calculated by summing the "GPA-Values" (i.e. Quality Points) of all grades earned. As described elsewhere in this document, the "GPA-Value" calculated for a grade depends heavily on settings in the "Curriculum File" entry for each course being graded. The diagram below illustrates the 'Grading' information that is embedded in the Course Catalog (i.e. the Curriculum File) and in each Course Section:



Information in the Course Catalog entry for the course controls how a course is evaluated and whether it can contribute to the student's Honor Roll status or GPA values.

The specific grading related information in the Curriculum File (i.e. the course catalog) includes the following:

- Course Value: Credits
- GPA Information:
 - **GPA Weight Code** – specifies how to determine the GPA weight for this course
 - **GPA Weight** – The weighting factor, its interpretation is based on the GPA Weight Code listed above.
 - **Include in GPA** – This flag indicates whether the course is even going to be included in the GPA.
- Course Type information:
 - **Honors Course** – indicates if this course is Honors or not. This might affect how the GPA is calculated.
 - **Advanced Placement** – indicates if the course is "AP" or not and may also affect how the GPA is calculated.
- **Include in Honor Roll** – Tells Grading Module to include or ignore this course when computing Honor Rolls.
- **Include on Transcript** – Not specifically for Grading per se (only for the portion of Grading that manages the Transcript).
- **Attendance Taken** – Indicates whether class attendance is to be taken and thus controls whether Attendance Credit Loss can be measured by class attendance.

Further information is encoded in each Course Section:

- **Graded In** fields – These are a series of checkboxes, one corresponding to each Grade Collection (see below Section X.X), which are checked to specify which of the Grade Collections will collect a grade from *this* course section.
 - **IR1, IR2, IR3, IR4** – These specify “Interim Report” collections
 - **MP1, MP2, MP3, MP4** – – These specify “Marking Period” collections
 - **ME, FE** – These specify the collection of Mid-Term and Final Exam grades
 - **FG** – This specifies the collection of a Final Grade.
 - Other collection codes are possible. Those listed above are the usual ones.

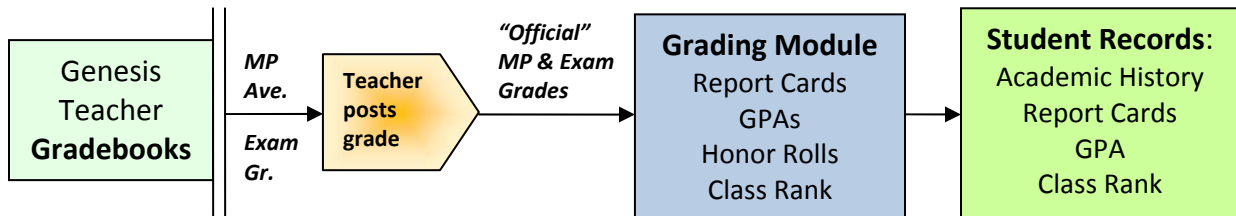
The Role of the GPA Weight Code Field

The **GPA Weight Code** field on the Curriculum File entry governs the way weighted GPAs are computed from grades awarded for the course. It is the single most important control on how weighted grades are produced from unweighted grades. The values it can take are detailed below in Section II.

E. Interactions with Teacher Gradebooks

Interactions between Genesis Gradebook and Grading Module

The Genesis Gradebook is fully integrated with the Grading Module – but it also remains “teacher property”. The teacher decides what grade is actually reported – via the “Grade Posting” screen – to the Grading Module and thus to students’ academic history records. The diagram below illustrates that “MP Averages” and “Exam grades” are not pulled in automatically by the Grading module, teachers must actively **post** the grade they wish to award to each student. Teacher Gradebooks are walled off from the rest of Genesis.



Grades as they are Posted and Grades as they are Stored in a Student's Academic History

When a teacher posts a grade, up to three **different** versions of the grade are stored in the student's record:

- The **unweighted grade** –The “unweighted GPA-Value” of the posted grade.
- The **weighted grade** – The “weighted GPA-Value” of the posted grade.
- An **alpha grade** –An Alpha Grade.

F. Grading Module Setup

Setting Up the Grading Module

There are three separate categories of setup activities that must be done before the Grading Module is fully operational:

1. Setup the information and mechanisms necessary needed to collect grades from teachers. These various activities are found on the screens below **Grading→Setup**:
 - a. **Grading→Setup→Valid Grades**
 - b. **Grading→Setup→Comments**
 - c. **Grading→Setup→Collections**
 - d. **Grading→Setup→Calculations**
 - e. **Grading→Setup→Att. Credit Loss**
2. Setup the GPAs that will be calculated. This is located on the **Grading→GPA/Rank→Setup** screen.
3. Setup the report card templates. A template is the blank report card form plus the information needed for Genesis to understand what information to print where on the blank form. This is located on the **Grading→Report Cards→Templates** screens.

In general, most of this can be done once and not adjusted every year, unless your report card forms or school grading scheme changes. Only the GPA setup must be adjusted slightly every year in order to incorporate the GPA for each new School Year.

The full set of setup actions leading to a fully operating Grading Module includes the following:

- The set up of the school's grading scheme. ([Grading→Setup→Valid Grades](#) and its five sub-screens)
- The creation and categorization of the report card Comments that teachers can assign students. ([Grading→Setup→Comments](#))
- The specification of what type of information will be collected to place on the report cards and *when* the information will be collected. ([Grading→Setup→Collections](#))
- The determination of how Final Grades will be generated. ([Grading→Setup→Calculations](#))
- The specification of whether absences and tardies will affect credit loss. ([Grading→Setup→Att. Credit Loss](#))
- Specification of what GPAs will be calculated and how they will be calculated. ([Scheduling→Curriculum→School Curriculum→Modify Course](#) and [Grading→GPA/Rank→Setup](#) and [Grading→Setup→Valid Grades→Alpha Grades](#))
- Calculating the GPAs. ([Grading→GPA/Rank→GPA Calc](#))
- Calculating the Class Rank. ([Grading→GPA/Rank→Ranking](#))
- Calculating Honor Rolls. ([Grading→Honor Rolls](#))
- Setting up Report Card templates. ([Grading→Report Cards→Templates](#))
- Generating and Printing the Report Cards. ([Grading→Report Cards→Generate](#))
- Running the actual Grading process so that grades can be collected from teachers. ([Grading→Grading Process](#))
- Determining Sports Eligibility based on grade averages. ([Grading→Sports Eligibility→Calc. Eligibility](#))

II. Computing Grade Point Averages

A. Types of GPAs

All Grade Point Averages are computed the exact same way: sum a series of grade values and divide by the number of values: $GPA = \text{SUM}(GPA\text{-Values}(Grades))/\text{Number-of-Grades}$

The difference between GPAs are actually few and can be summed up with two parameters:

- Weighted va. Unweighted
- Length of time covered

A "Weighted GPA" is computed using the weighted versions grades while an "Unweighted GPA" is computed using the unweighted version of the same grades.

The second key difference between GPAs is the period of time they cover.

- Marking Period GPAs cover 1 marking period
- Cumulative GPAs cover multiple years, including a portion of the current school year.
- Historic GPAs cover multiple years, excluding the current school year.
- "1 Semester" GPA covers the trailing semester. It typically represents the first half of the current school year.
- "3 Semester" GPAs cover the trailing 3 semesters (Middle of Sophomore Year)
- "5 Semester" GPAs cover the trailing 5 semesters (Middle of Junior Year)
- "7 Semester" GPAs cover the trailing 7 semesters: this is typically the last GPA provided to colleges to measure students' performance through the majority of their high school career. It represents the cumulate GPA over the first 7 semesters of a high school career. (Middle Senior Year).

Genesis allows you to define an unlimited number of different GPAs covering multiple spans of time. How many your school uses is up entirely to you.

B. Determining the "GPA-Value" of a Grade

This is the crux of the matter: figuring out what a grade is worth in the school's grading scheme. The next two subsections describe in detail how Alpha and Numeric grades are valued and converted into their "GPA-Values" - the numeric value that is used in the GPA averaging. Section II. B. I. describes the factors and process involved in converting an Alpha grade into its GPA-Value and Section II.B.ii. describes the factors and processes involved in converting a Numeric grade into its GPA-Value. In both cases there are many parameters and flags that guide the process and provide alternative paths for the computation.

i. Alpha Grade GPA Values

The GPA Value of an Alpha Grade

The "GPA value" of an Alpha Grade is the numeric value that is applied to the students grade average when that Alpha Grade is awarded for performance in a selected course. The "GPA value" for an Alpha Grade can be a numeric value that is averaged into the GPA *or* the "value" can be to prevent the calculation of the GPA.

How a GPA Value is Calculated for an Alpha Grade: Contributing Factors

All courses are defined to Genesis by having an entry in the "**Curriculum File**" (i.e. the course catalog). The **Curriculum File** is a table in the Genesis database. The course catalog/Curriculum File specifies how the course is to be graded and whether or not the course grade is to contribute to the student's GPA or not. The Genesis document titled "**Grading Administration – The Course Catalog**" fully describes the Curriculum File.

When an Alpha Grade is awarded, the 'GPA value' of the grade is determined by the interaction of certain fields in the Alpha Grade definition (See Section III below) and certain fields on the Curriculum File (Course Catalog) entry for the course.

There are 10 fields on the Alpha Grade definition that affect its GPA value:

- The **Used for GPA** field – If this is set to "NO" then the Alpha Grade cannot contribute to the GPA.
- The **Prevents GPA Calculation** field – If this is set to "YES" then the Alpha Grade actually shuts down the computation of the student's GPA. No GPA will be generated for the student.
- The **Quality Points** field – This is the starting GPA value for the Alpha Grade. This is the value to which weighting may be applied. The Quality Points are altered depending on the value selected for the **GPA Weight Code** field on the Curriculum File entry for the course.
 - a. **No weight** – The **Quality Points** value is left as is.
 - b. **Add** – The GPA weight for the course is added to the **Quality Points**.
 - c. **Multiply** – The **Quality Points** are multiplied by the course's weight value.
 - d. **Rank** – The **Quality Points** value is replaced by the value in the selected **Level** field. The **Level** field is selected by the value found in the **GPA Weight** field on the Curriculum File entry for the course section being graded. If on the Curriculum File entry the **GPA Weight Code** field is set to **Rank** then the value in the corresponding **GPA Weight** field must be a whole number value between 1 and 5.
 - e. **Level** – The **Quality Points** value is replaced by the value in the selected **Level** field (See below).
 - f. **Ignore in a weighted GPA**- If on the Curriculum File entry the **GPA Weight Code** field is set to **Ignore in a weighted GPA** then the *meaning* of "weighted" and "unweighted" is essentially flipped for the course. In a weighted GPA this course will be ignored and in an *unweighted* GPA, this course will be weighted normally.
- The **Apply GPA Weight** field – If this is set to "NO" then the GPA weight operation will not be applied to the Quality Points for this grade. If this is set to "YES" then the GPA weight operation will proceed normally against the Quality Points for this grade.
- The **Special GPA Weight** field - **Do not use**.

- The five Level fields listed below are used *in place of the Quality Points value* if, on the Curriculum File entry for the course, the **GPA Weight Code** field is set to either “**Level**” or “**Rank**” (see above). If the **GPA Weight Code** field is set to “**Rank**”, then the value in the **Level** field (which must be a whole number between 1 % 5) selects which of the five Level fields is used. If the **GPA Weight Code** field is set to “**Flags**”, then if the course is an Honors course (the Honors flag on the Curriculum File entry is set to YES), the **Level1** value is used and if the course is an AP course (the AP flag on the Curriculum File entry is set to YES) the **Level2** value is used:
 - a. The **Level1** field – by convention Level1 is used for Honors courses.
 - b. The **Level2** field– by convention Level2 is used for AP courses.
 - c. The **Level3** field – currently unused (no preset interpretation)
 - d. The **Level4** field– currently unused (no preset interpretation)
 - e. The **Level5** field– currently unused (no preset interpretation)

The “GPA value” of the grade is also partially determined by 4 fields on the Curriculum File entry for the course being graded. The four fields include:

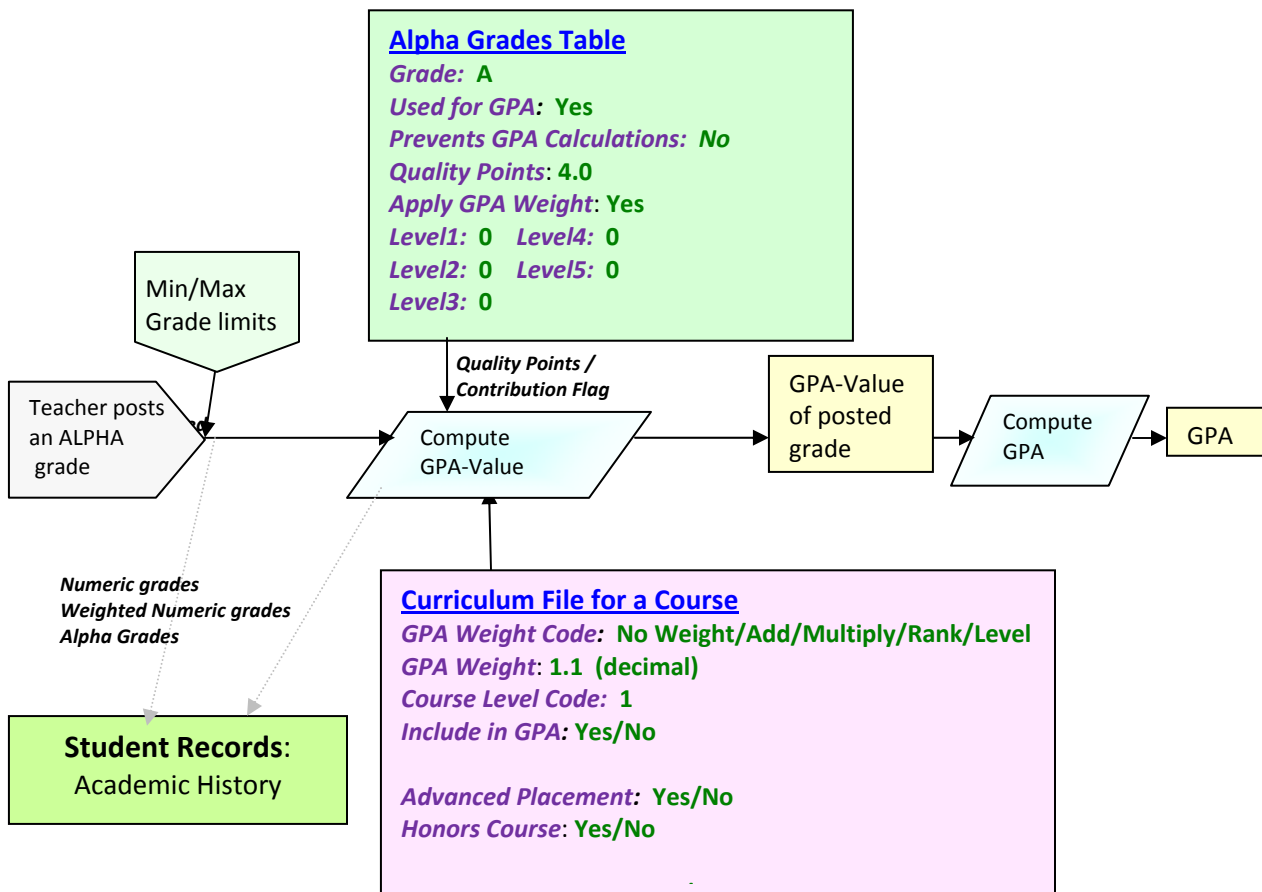
- The **Include in GPA** flag field – If the flag is set to “No” the grade value is not converted to a GPA value and the GPA is not affected. If the flag is set to Yes, then the following two fields are used to help compute the grade’s GPA value.
- The **GPA Weight Code** field – This field specifies *how* to alter the grade’s value to produce the GPA value.
- The **GPA Weight** field– This field specifies the ‘built-in’ GPA weight for this course.
- The **Course Level Code** field – This field is used in conjunction with the **GPA Weight Code** field and the “Level” fields on the Grade definition to calculate a GPA value.

The Process of Determining the “GPA Value” of an Alpha Grade

The internal procedure that is followed to produce the “GPA value” of grade works essentially as follows:

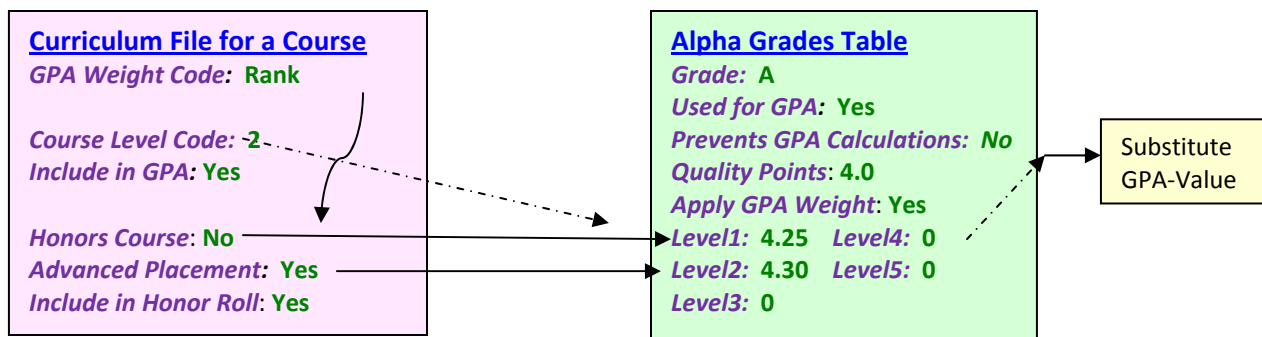
1. When an alpha grade is awarded, (e.g. “A”), the Grading module retrieves the corresponding numeric value of the grade. This value resides in the “**Quality Points**” field of the Alpha Grade.
2. The Grading module then examines the **Prevents GPA calculations** field on the Alpha Grade definition. If is set to “Yes”, the Grading module stops processing the GPA. If it is set to “No”, the Grading module proceeds to Step 3.
3. The Grading module then looks at the **Include in GPA** flag in Curriculum File entry for the *course*. If this flag is set to “No” then no further attempt is made to calculate the “GPA value” of the grade awarded. If this flag is set to “Yes” then the Grading module proceeds to Step 4.
4. The Grading module then examines the **Apply GPA Weight** flag in the Alpha Grade definition. If this flag is set to “No” then no further change is made to the “GPA value” of the grade awarded – it is passed forward to Step 6 unchanged. If

- this flag is set to “Yes” then the Grading module proceeds to Step 5 and performs the requested weighting operation normally.
5. The Grading module now looks at the **GPA Weight Code** and the **GPA Weight** fields in Curriculum File entry for the **course**. If the **GPA Weight Code** field is set to:
 - a. **No weight** – the Weight is ignored and the **Quality Points** left as is.
 - b. **Add** – The contents of the **GPA Weight** field are added to the **Quality Points** of the Grade.
 - c. **Multiply** – The **Quality Points** of the grade are multiplied by contents of the **GPA Weight** field.
 - d. **Rank** - If this option is selected, the **Course Level Code** field is used to select the **Level** field **on the Grade definition**. The contents of the grade's selected **Level** field are then used in lieu of the **Quality Points** field as the GPA value of the Alpha Grade.
 - e. **Level** – If this option is selected, the **Course Level Code** field is used to select the **Level** field **on the Grade definition**. The contents of the grade's selected **Level** field are then used in lieu of the **Quality Points** field as the GPA value of the Alpha Grade. The “Level1” field is designated as “Honors courses” and the “Level2” field is designated as “AP Courses”.
 - f. **Ignore in a weighted GPA** – If this flag is set and when a weighted GPA is calculated, this course grade is ignored.
 6. At this point, the Alpha Grade combined with the information from the Curriculum File for the course being graded should have resulted in one of the following:
 - a. This Alpha Grade will be ignored by the GPA calculation.
 - b. This Alpha Grade has been converted into a weighted or unweighted value that will be averaged into the GPA.
 - c. This Alpha Grade has resulted in preventing the student's GPA from being calculated.



This diagram illustrates the normal flow of the Alpha Grade GPA-Value computations.

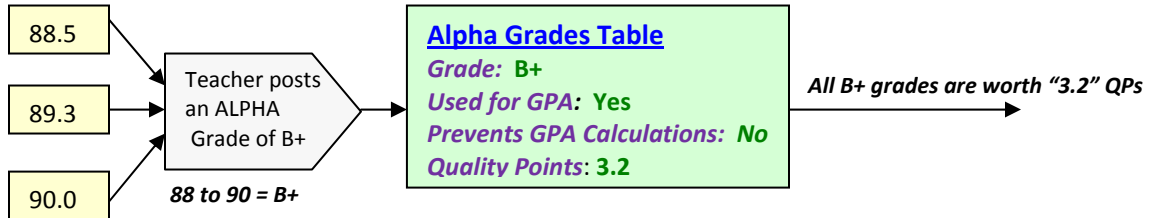
Programmable GPA-Value Substitutions



The diagram above illustrates “special substitution weighting”: When the **GPA Weight Code** field is set to “**Rank**”, the **Level1** field on the Alpha Grades table holds the substitution value to use if the course is an Honors Course and the **Level2** field on the Alpha Grades table holds the substitution value to use if the course is an AP course. If the **GPA Weight Code** field is set to “**Level**”, then the **Course Level Code** field selects which of the five “**Level**” fields on the Alpha Grades Table to pull the substitution GPA-Value from. Thus alternate grading schemes can be “programmed” into Genesis.

Alpha Grades and Gradebook Marking Period Grade Average Leveling

Once a teacher posts an Alpha Grade (e.g. B+) from the Gradebook to the Grading module, connection to the 'underlying' real numeric grade in the Gradebook is lost. All identical Alpha grades are worth exactly the same number of quality points.



The nuances of the original, distinct, numeric grade averages are lost. All B+ grades are worth "3.2" Quality Points. Distinctions between students are lost.

ii. Numeric Grade GPA Values

The GPA Value of a Numeric Grade

Normally, Numeric grades are not converted to “Quality Points” – they *are* their own Quality Points, as is. For example, a Numeric grade of 95 is worth 95 Quality Points. Occasionally, however, a school wishes to translate a Numeric grade to a Quality Point value on the 4 point scale (0.0 to 4.0) or some other, similar scale.

How a GPA Value is Calculated for a Numeric Grade: Contributing Factors

Instructions for how to convert a Numeric Grade are located in 3 disparate locations:

- **The [Grading](#)→[Setup](#)→[Valid Grades](#)→[Numeric Grades](#) screen:** Parameters on this screen specify first whether Numeric grades are allowed at all, then how to handle them, including:
 - The minimum passing numeric grade (e.g. 65)
 - Whether Alpha Grades are to be posted along side Numeric grades.
 - How to compute GPA values if both Alpha and Numeric Grades have been posted.
- **The [Grading](#)→[Setup](#)→[Valid Grades](#)→[Numeric QP Conv.](#) screen:** Rules located on this screen, when there are any, specify how to convert Numeric grades to a “Quality Point scale”. Usually this is the 4 point scale (0.0 to 4.0) though some schools have used other scales (e.g. 0.0 to 6.0).
- **The Curriculum File entry for each course** (viewable on the [Scheduling](#)→[Curriculum](#)→[School Curriculum](#)→[Modify Course](#) screen). The same fields that are used to compute GPA Values for Alpha Grades are used for Numerics, but only 3 are important:
 - The **Include in GPA** flag field – If the flag is set to “No” the grade value is not converted to a GPA value and the GPA is not affected. If the flag is set to Yes, then the following two fields are used to help compute the grade’s GPA value.
 - The **GPA Weight Code** field – This field specifies *how* to alter the grade’s value to produce the GPA value. For Numeric grades, only the values “Add” and “Multiply” make sense.
 - The **GPA Weight** field– This field specifies the GPA weight itself.

The Process of Determining the “GPA Value” of a Numeric Grade

The internal procedure that is followed to produce the “GPA value” of grade works essentially as follows:

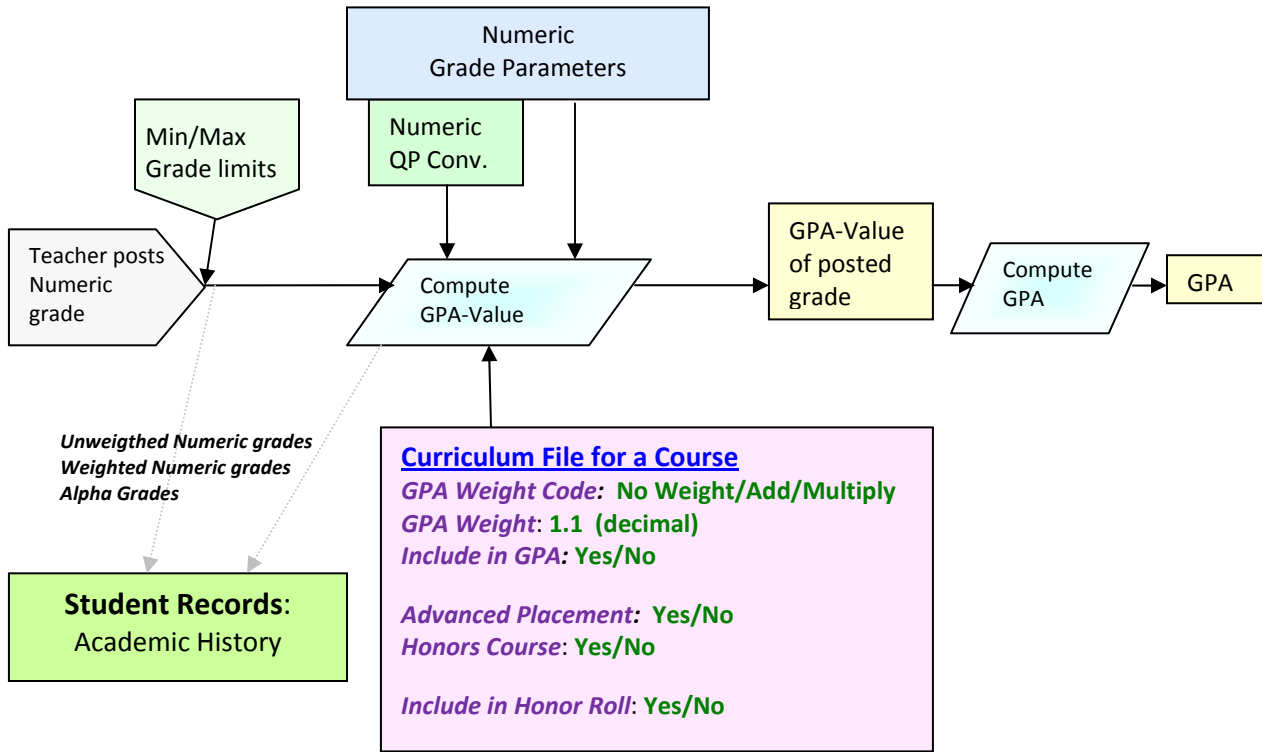
1. The story of how a Numeric grade is translated into a “GPA Value” begins on the Grade Posting screens. Rules specified on the screen govern the Numeric grades that can be posted.

2. With the “raw” grade value in hand, the Grading module now determines whether the Numeric grade should be converted into Quality Points on the 4 point scale (or any other scale).
3. The Grading module then looks at the **Include in GPA** flag in Curriculum File entry for the **course**. If this flag is set to “No” then no further attempt is made to calculate the “GPA value” of the grade awarded. If this flag is set to “Yes” then the Grading module proceeds to Step 4.
4. The Grading module now looks at the **GPA Weight Code** and the **GPA Weight** fields in Curriculum File entry for the **course**. If the **GPA Weight Code** field is set to:
 - a. **No weight** – the Weight is ignored and the **Quality Points** value is left as is.
 - b. **Add** – The contents of the **GPA Weight** field are **added** to the **Quality Points** of the Grade.
 - c. **Multiply** – The **Quality Points** of the grade are **multiplied** by the contents of the **GPA Weight** field.
 - d. **Rank** – This option only applies to Alpha grades. It is ignored when Numeric grades are used. It should never be selected if the basic grading scheme is Numeric.
 - e. **Level** – This option only applies to Alpha grades. It is ignored when Numeric grades are used. It should never be selected if the basic grading scheme is Numeric.
 - f. **Ignore in a weighted GPA** – If this flag is set and when a weighted GPA is calculated, this course grade is ignored.
5. At this point, the Numeric grade combined with the information from the Curriculum File for the course being graded should have resulted in one of the following:
 - a. This Numeric grade will be ignored by the GPA calculation.
 - b. This Numeric grade has been converted into a weighted or unweighted value that will be averaged into the GPA.

The diagram shown below illustrates how a **Numeric** grade is converted into its “GPA-Value”.

CAVEAT: If a Numeric Grade is first translated into an Alpha Grade, then only the Alpha Grade process, described above, is relevant. The diagram below only relates to Numeric grades that have never been converted to an Alpha grade.

WARNING REGARDING POSTING GRADES FROM THE GRADEBOOK: If, when teachers post their grades, only an Alpha Grade is collected, then, once the teacher has posted, the Gradebook's original numeric MP average is **not visible** to the Grading Module. The posted Alpha Grade, and only the posted Alpha Grade, is used to create the “GPA-Value”. This can result in a perceived “loss of precision”. If this is a concern, please setup Genesis Grading so that teachers always post **Numeric** grades out of the Gradebook.



III. Marking Period & Interim Grading

A. Overview

How will the School’s Grading Scheme Work?

Decision points:

- How many different *lengths* of classes will be taught? Full Year courses? Half year (semester) courses? Quarter (Marking period) courses? 6-week cycle courses? Mini-courses?
- What types of grades will teachers be able to post? Numeric grades (e.g. 88, 90, 95...)? Or only alpha grades (A, B, B-,...)? A mixture? Both, simultaneously?
- Will there be maximum or minimum grades? Both? Neither?
- How will a grade – any grade – be valued? That is, what will it contribute to the computation of a GPA?

B. Setup

i. Setting Up the School’s Grading Scheme

1. Numeric Grades

DECISION POINT/Parameter	OPTIONS	IMPLICATIONS	Normal Setting
Will Numeric Grades be allowed?	Yes/No	A “NO” prevents Numeric grades from being posted	Yes
Will Alpha Grades be posted in addition to the Numeric grade	Yes/No	A “NO” is the normal setting; some schools want to post an Alpha along with the Numeric and a “YES” allows that.	No
If an Alpha Grade is posted along with the Numeric, when the unweighted Quality Points or unweighted “GPA-Value” of the grade are calculated, should the Alpha Grade be used instead of the Numeric?	Yes/No	A “Yes” causes the “GPA-Value” – Quality Points – of the grade to be obtained by using the Alpha Grade and ignoring the Numeric grade. A “NO” means the unweighted GPA-Value will equal the Numeric grade. A “YES” means the GPA-Value will fall on the 4-point scale (0.0 to 4.0) – or similar scale.	No
If an Alpha Grade is posted along with the Numeric, when the weighted Quality Points or weighted “GPA-Value” of the grade are calculated, should the Alpha Grade be used instead of the Numeric?	Yes/No	A “Yes” causes the “GPA-Value” – Quality Points – of the grade to be obtained by using the Alpha Grade and ignoring the Numeric grade. A “NO” means the weighted GPA-Value will equal the Numeric grade. A “YES” means the GPA-Value will fall on the 4-point scale (0.0 to 4.0) – or similar scale.	No
What is the minimum	Integer value	Any Numeric grade lower than	Your choice:

Numeric passing grade?	(e.g. 65)	the minimum value is flagged as a failing grade	usually 65.
Use Weighted Grade for Min. Passing Grade?	Yes/No	A “Yes” means the comparison with the “Minimum Passing Grade” is done with the WEIGHTED GPA-Value. A “No” means the UNWEIGHTED (i.e. ‘raw’) GPA-Value is compared with the Minimum Passing Grade.	No. But this is very school dependant.
What grade will be displayed in the Parents Module?	Unweighted/ Weighted/ Alpha	Selects which of the stored grades will be shown in the Parent’s Module.	Your choice: whatever you select should match the parent’s understanding of the grading scheme used by the School.

2. Alpha Grades

a. Overall Design of the Alpha Grade System

All grading schemes use some Alpha Grades (though not necessarily Letter grades – See definitions above). There are 3 basic decisions that need to be made when setting up the set of Alpha Grades your grading scheme will use:

1. Will Letter Grades be part of the scheme? Letter grades are the A to F grades.
2. How many additional “special” Alpha Grades be used? The set of “special” Alpha Grades usually includes such things as “Withdrawal – Failing”, “Withdrawal – Passing”, “No Grade” and “Exempt”. You choose how many you will have and what they will be.
3. When the Alpha Grades are converted to “Quality Points” (i.e. their GPA-Value) what scale will be used? Most high schools choose the ‘normal’ 4-point scale for their Letter grades (e.g. A = 4.0, B=3.0, etc.). Middle Schools typically choose values on a 0 to 100 point scale. You may design any scheme that works for your school.

DECISION POINT	OPTIONS	IMPLICATIONS	Normal Setting
What Alpha Grades will be allowed?	Unlimited	Are Letter grades allowed (A...F)? Are only ‘special’ Alpha grades allowed – Eg. Withdraw Failing, NO Grade, Exempt?	Depends on whether the School officially uses a “Numeric” system or an “Alpha” (i.e. Letter Grade) system.

If Letter grades are allowed, will the Quality Points/GPA-Values of the grades be based on a 4-point scale?	Select scale (0.0 to 4.0 or 0.0 to 6.0 or “regular” numeric values	Middle Schools typically often use “regular” integer numeric GPA-Values for Alpha Grades. High Schools almost always convert Alpha Grades to their Quality Point equivalent on a 4-point scale. Some schools choose a different scale (e.g. a 6-point scale).	For High Schools: a 4-Point scale (0.0 to 4.0). For Middle Schools: an integer scale (0 to 100 points).
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b. Options for Each Alpha Grade

For each Alpha Grade you must make a series of ‘configuration decisions’ on how the grade will be treated and what it will mean – and what its “GPA-Value” will be.

DECISION POINT	OPTIONS	IMPLICATIONS
Is this Alpha grade a Letter grade (A...F)?	Yes/No	A “YES” means the grade is one of the “usual” Alpha Grades (A to F). A “NO” means it is any other type of Alpha Grade, including Pass/Fail, O-S-U, or anything else.
Is this a Passing Grade?	Yes/No	Identifies whether the student is flagged as passing or failing
What is the Quality Point value for this grade?	Numeric	What this grade will contribute to a the GPA calculation.
Will there be special Substitution values depending on the level of the course?	Set the five Level fields with decimal substitution values	The Curriculum File will specify, via the <i>Course Level Code</i> field, which Level field to select and the substitution value will be pulled from the selected Level field at run time.
Does this Alpha Grade stop computation of the student’s GPA?	Yes/No	If Yes, then if the student receives this Alpha Grade (e.g. “Inc”) then their GPA is not calculated (and they cannot be ranked).

3. Maximum and Minimum Grades

It is possible to specify maximum and minimum grades, both Numeric and Alpha, for each semester type and marking period.

DECISION POINT	OPTIONS	IMPLICATIONS
Is this Alpha grade a Letter grade (A...F)?	Yes/No	A “YES” means the grade is one of the “usual” Alpha Grades (A to F). A “NO” means it is any other type of Alpha Grade, including Pass/Fail, O-S-U, or anything else.

4. Quality Point Values for Numeric Grades

ii. Setting Up Grade Collections

1. Overview

Grading Collections are simple compared to the structure of the Grading scheme itself. You merely need to determine **what** is going to be collected from teachers and **when** it is going to be collected. Typically, grades are collected 8 times a year:

- “Interim Grades” for mid-Marking Period progress reports are collected four times per year at the mid-way point in a Marking Period.
- Marking Period Grades are collected four times per year at the end of each Marking Period.

Also typically, a Mid-Term Exam grade is often collected at the end of the 2nd Marking Period/1st Semester, along with the Marking Period 2 grade and a Final Exam grade is collected at the end of the 4th Marking Period/2nd Semester along with the Marking Period 4 grade.

Final grades for a course are collected whenever a course ends.

2. Interim Report Periods

An “Interim Report Period” is typically defined as the first half of each Marking Period. To set up an “Interim Grading Period” – which presumably will include the collection of “interim grades” and the production of the “interim report” or ‘progress report’ which is sent home to students – you must setup the following:

- “Interim Period” entries in the Attendance Cycles table.
- A Grade Collection that is flagged as an “Interim” and which ‘collects’:
 - As many teacher comments as desired per course. Typically one comment and possibly one ‘projected grade’ comment is collected.
 - Optionally an actual grade can be collected, though this grade does **not** contribute to the computation of the course Final Grade.

3. Marking Period Grading

A “Marking Period” is the basic type of grade. To setup Marking Periods and collect Marking Period grades, you must set up the following:

- “Marking Period” entries in the Attendance Cycles table.
- A Grade Collection that is flagged as an “MP” and which ‘collects’:
 - one grade
 - as many teacher comments as desired
 - optionally, absences and tardies

4. Exams

An "Exam" is an assessment that results in students receiving a grade which is in addition to their Marking Period grades. Typically, schools choose to give a Mid-Term and a Final Exam, though it is possible to give many Exams. "Exam" grades are collected by the Grading Module separately from Marking Period grades and each Exam must be configured as a separate Grade Collection. To collect an Exam grade you must first set up the following:

- A Grade Collection that is flagged as an "Exam" and which 'collects' one grade.

5. Final Grades

Final Grades, as described above, can be either calculated automatically or collected from teachers.

iii. Setting Up Grading Comments

Grading Comments are the pre-packaged comments that teachers can select to have printed on students' interim reports and report cards. Grade Comments are setup on the screen.

iv. Setting Up Final Grade Calculations

To set up an "Interim Grading Period" – which presumably will include the collection of "interim grades" and the production of the "interim report" or 'progress report' which is sent home to students – you must do the following:

v. Setting Up Attendance Credit Loss

To set up an "Interim Grading Period" – which presumably will include the collection of "interim grades" and the production of the "interim report" or 'progress report' which is sent home to students – you must do the following:

C. The Grading Process

Operationally, once the setup is done for a school year, the tasks that the "Grading Administrator" must perform have to do with opening and closing grade collections, running the GPAs, Class Ranks and Honor Rolls, and then generating and printing report cards:

1. Open grading in order to collect grades for an Interim Report period or Marking Period. The opening and closing of grading is controlled on the [Grading→Grading Process](#) screen.
2. Once grading has been 'closed' for a Marking Period, the Grading Administrator runs the GPAs, Honor Rolls and Ranks:
 - a. Calculation of the GPAs is done on the [Grading→GPA/Rank→Calc. GPA](#) screen.
 - b. After the GPA has been calculated, Class Rank can be run for a specific GPA via the [Grading→GPA/Rank→Ranking](#) screen.
 - c. Finally, Honor Rolls can be run via the [Grading→Honor Rolls](#) screen.

3. After the calculation of GPA, Honor Rolls and Rank, report cards can be generated. The running of report cards is done on the [Grading→Report Cards→Generate](#) screen.
4. Sports Eligibility can be calculated for either the Fall or Spring semester anytime after grades are collected for the appropriate Marking Periods. This is done via the [Grading→Sports Eligibility→Calc. Eligibility](#) screen.

IV. GPAs, Rankings & Honor Rolls

D. Setup

E. Running GPAs

F. Running Rankings

A "class rank" is basically a list of students sorted according to their GPA. To "run a ranking" you select a GPA and Genesis produces a list of students sorted according to that GPA.

G. Running Honor Rolls

At this point in time, Honor Rolls cannot be configured by the end user. Genesis customer support must *implement* the Honor Roll. Once the Honor Roll is implemented, you run the Honor Roll to produce a list of students who meet the criteria to make the Honor Roll. You may request multiple Honor Rolls with varying criteria (e.g. "Honor Roll", "High Honor Roll", "Principal's Honor Roll").

V. Report Cards

H. Setup

I. Printing

VI. Sports Eligibility