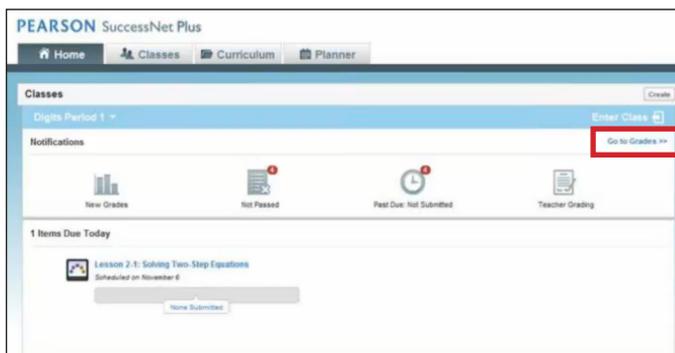


## Teachers–Calculate Grades

**Introduction** This guide reviews how to calculate grades on SuccessNet Plus.

**Calculate Grades** After logging in to your SuccessNet Plus teacher account, you will be on the teacher Home page. Click **Go to Grades** from the Classes dashboard to enter the Gradebook for a class.

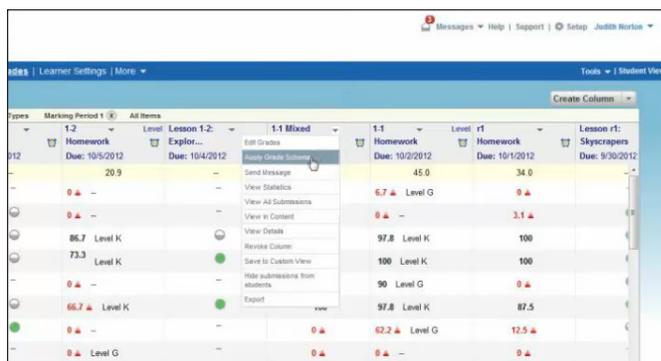


Here are a few important things to consider when using Gradebook to calculate grades. First, past due assignments count as a zero until you accept students' late submissions.

You can also choose to edit the grades for students whose assignments have not yet been submitted. Why would you do this? Consider this scenario: the computer crashes, and the student finishes the assignment using a printed out version. These grades will be reflected in the Gradebook and submitted to the teacher.

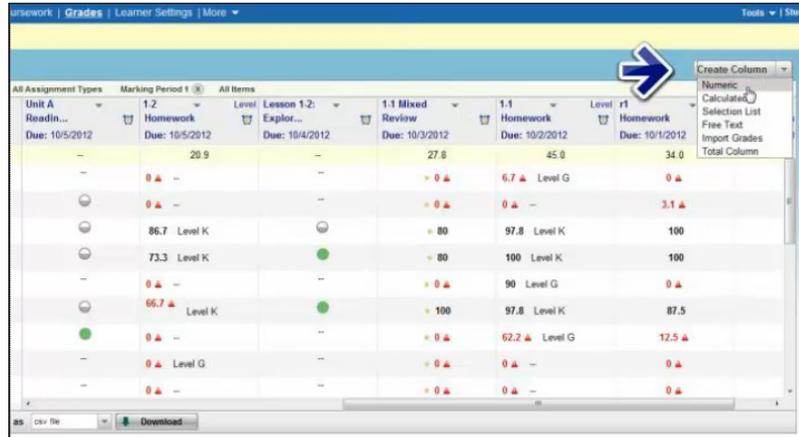
Next, assignments requiring manual grading are not included in report calculations until all items are scored.

Finally, you can display letter grades rather than percentages or raw scores by applying a Grade Schema. Once you apply a Grade Schema, you can modify or remove the Grade Schema from the column at any time.



## Create a Custom Column

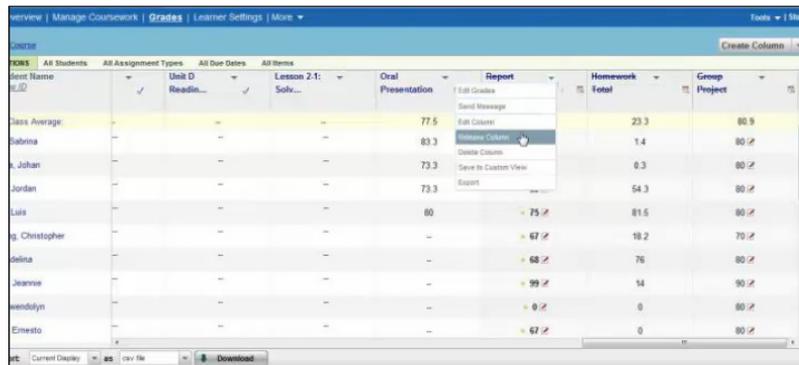
The Gradebook has features that help you calculate grades. Every assignment in SuccessNet Plus appears as a column in Gradebook, but what about other assignments, such as oral presentations or group projects? To add those grades to the Gradebook, first create a custom column. Click **Create Column**, and select **Numeric**.



Name the column, select where you want the column inserted, and click **Save**.

Next, click the drop-down arrow next to the assignment title, and select **Edit Grades**. Enter the score or points earned out of the total number possible for all students or complete this for each student, and then click **Save**.

The strikethrough means that students will not see the grade column. To make the grade column appear for students, select **Release column** from the drop-down menu.

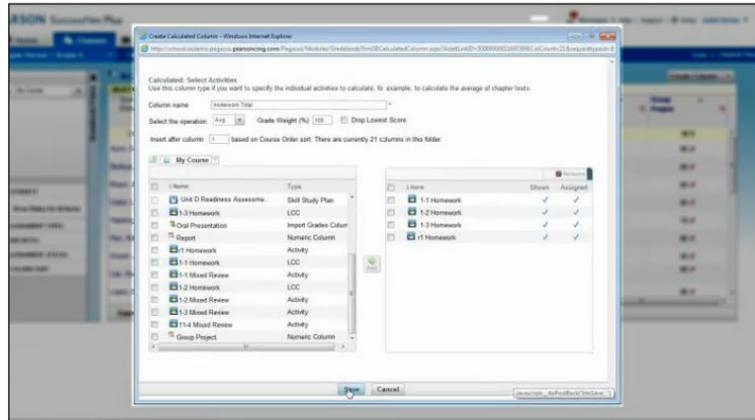


Remember to use the Student View to see how your changes appear for students when they view their grades.

## Create a Calculated Column

To create columns to display grade totals for specific assignment types, first create a calculated column. Click **Create Column**, and select **Calculated**.

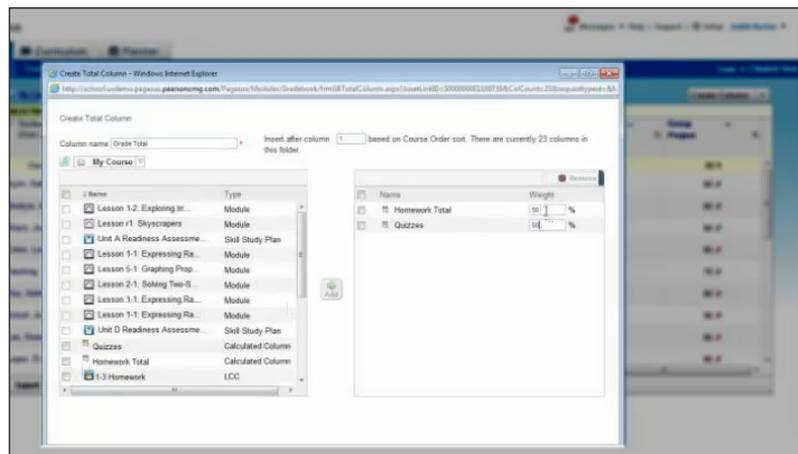
Name the column. By default, calculated columns average scores from the selected assignments, but you can change it to add the scores, use the lowest score, or use the highest score. If you use a point system, you may want to add these scores rather than averaging them. Next, check the activities to include in this calculation, click **Add**, and then click **Save**.



Complete this process for each assignment type that factors into the overall class grade.

### Create a Grade Total Column

Now you need a grade total column. Click **Create Column**, and select **Total Column**. Name the column and decide where you want it inserted. Next, find your calculated columns or other grade columns that factor in as a percentage of the overall class grade, and click **Add**. Next, assign the percentage weight for each column. The values must total one hundred. Click **Save**.



You will now see a class grade for each student. You can also show the Grade Total column so each student sees his or her current class grade.

### Review

This guide reviewed how to calculate grades on SuccessNet Plus.