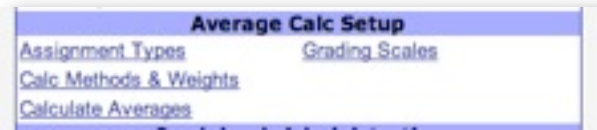


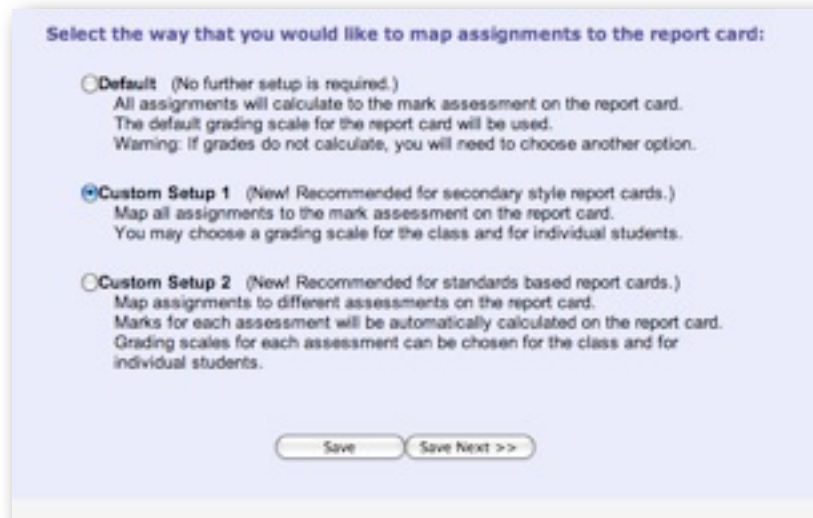
# Setting up McCormick Grading Scale

If you notice that you can hover your mouse-pointer over a student's name in Progress Book and you get a question mark (?) instead of a letter grade, then odds are you'll need to set the Grading Scale for your class to the McCormick Grading Scale. To do this follow these steps:

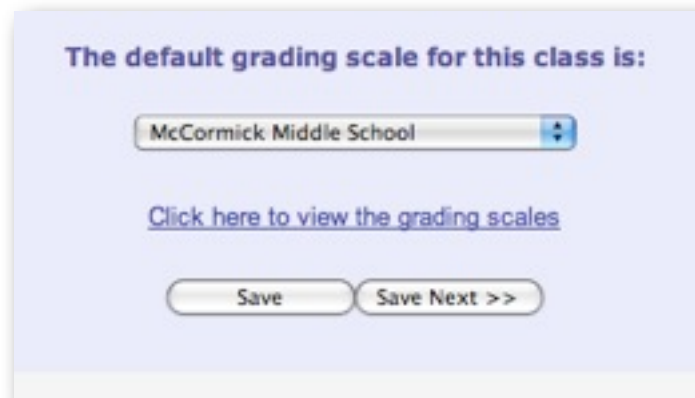
1. Login to Progress Book and select the Grading Scales link on your Dashboard



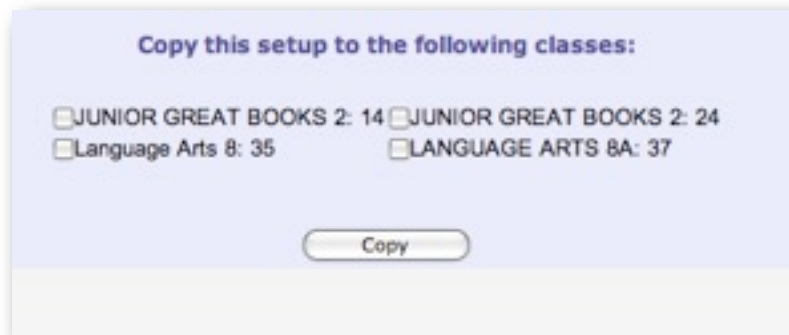
2. On the next screen, you'll need to select Custom Setup 1 and hit the "Save Next" button.

A screenshot of a web form titled "Select the way that you would like to map assignments to the report card:". The form has a light blue background. It contains three radio button options: "Default (No further setup is required.)", "Custom Setup 1 (New! Recommended for secondary style report cards.)", and "Custom Setup 2 (New! Recommended for standards based report cards.)". "Custom Setup 1" is selected. Below the options are two buttons: "Save" and "Save Next >>".

3. Next, you'll need to select the Default Grading Scale for your class, which is "McCormick Middle School" (unless you give an S/U for a grade or something different). Select that from the drop-down box and hit the "Save Next" button.

A screenshot of a web form titled "The default grading scale for this class is:". The form has a light blue background. It features a drop-down menu with "McCormick Middle School" selected. Below the menu is a link that says "Click here to view the grading scales". At the bottom are two buttons: "Save" and "Save Next >>".

4. Hit the “Save Next” button past the Student Override screen and you’ll come to the Copy screen where you can copy this same setup to other classes. This will save you from having to repeat these steps for every class you teach. Simply select the checkbox next to every class that needs to follow the McCormick Grading Scale (i.e. You don’t give an S/U grade for the class) and hit the “Copy” button.



Copy this setup to the following classes:

JUNIOR GREAT BOOKS 2: 14     JUNIOR GREAT BOOKS 2: 24

Language Arts 8: 35     LANGUAGE ARTS 8A: 37

Copy

5. That’s it, you’re done! Hover your mouse over a student’s name in the Dashboard to check for a letter grade. If it’s still not showing up, click the “Calculate Averages” link on the Dashboard and see if that fixes things. If this STILL doesn’t fix things, you’ll need to file a Helpdesk Ticket.