

Gradebook FAQ

Assignments

Question: How do I weight an assignment?

Assignments can be weighted by clicking on the assignment title from the spreadsheet screen. This will bring to a screen where you can modify all the fields of an assignment, including Assignment Weight. See [Adding & Editing Assignments](#) for more information.

Question: I accidentally deleted an assignment! Can I get it back?

When an assignment is deleted, it goes to the Gradebook's [Trash Can](#), where you can restore the assignment to its former glory!

Attendance

Question: When I try to take attendance for my class, I get a message that says 'Course does not meet today'. How can I fix this?

See the [Class Attendance FAQ](#) for answers to this question.

Question: I take attendance for one of my classes but the Post Attendance screen still says I have not posted. What could be wrong?

A common cause of this is that the Gradebook is merged. If one of the merged courses Gradebooks has no students, this can cause the Gradebook to think that class attendance has not been taken in that course. A solution would be to break the merge or to make sure to post attendance in the course that actually has students.

Grading Calculations

Question: I think my marking period grade is not being calculated properly. Is there a way for me to see the way that the Gradebook is calculating the numbers?

The Genesis Gradebook shows you the complete calculation for all of a student's grades on the [Grade Breakdown](#) screen. This screen can be accessed by clicking the student's MP Average on your Gradebook's main spreadsheet screen or by clicking on the Grading tab when you access your students information in the Gradebook.

Question: How does my Gradebook figure out a final grade before all of my grades are in?

The Gradebook knows what grades are required and the weighting of the grade in order to figure out your final grade. With that information, a final grade can be calculated without all the required grades.

Example of a Calculation: A course meets and collects a grade in MP1 through MP4. The course also collects a Final Exam grade. Let's pretend that each marking period grade is worth 22% of the final grade, while the exam is worth 12%. Here are the student's grades so far: MP1 - 90, MP2 - 95, MP3 - 98, MP4 - 100.

The calculation would look like this:

MP1 Product: $90 * (22 / 100) = 19.8$

MP2 Product: $95 * (22 / 100) = 20.9$

MP3 Product: $98 * (22 / 100) = 21.56$

MP4 Product: $100 * (22 / 100) = 22.0$

The 90 in the MP1 product represents the MP average and the 22 represents the percentage of the final grade.

Final Grade: $(84.26 * 100) / 88 = 95.75$

The 84.26 represents the sum of all of the marking period products, while the 88 represents the sum of all the weights being used. If the student also had an exam grade, then you would need to figure out the product of the exam (using the same calculation as the MP products) and the 88 in the final grade calculation would now be 100.

Question: I just changed the school year to last year. When I change grades on a student's assignment, the marking period and final grades are not changing. What is going on?

By default, Marking Period and Final Grades are not recalculated for previous years in Genesis. However, you can override this by going to the [Gradebook.SchoolSetup.Maintenance](#) screen and switching the "Allow Marking Period and Final grades to be changed for the previous school year" to Yes. This will only allow users to change grades for the previous school year. Assignment Grades can be altered for any school year, but they will not effect the MP or FG grades.

Home Screen

Question 1: My teacher schedule is not appearing on the right hand side. What could be wrong?

Question 2: Only some of my courses are appearing in my teacher schedule on the right hand side. What could be wrong?

These are happening most likely because one of these common setup problems:

1. If you are nearing a MP change, your courses may be experiencing this problem because your attendance cycle dates are setup incorrectly. Change the dates on your 'Semester' and 'Marking Period' cycles to the correct start and end dates for your school. This can be done from the [Setup.Schools.Params.Attendance Cycles](#) screen.
2. Genesis requires that any attendance cycle that defines a length of a course be defined as a type of 'Semester'. These cycles are FY, S1, S2, Q1-Q4, C1-C6, E1-E8, F1-F5, and M1-M12. Make sure those cycles are defined as 'Semester'.
3. Another possible problem may be that your cycle days are not laid out or they are laid out incorrectly on your school calendar. You can apply your cycle days on the [Calendar.School.Calendar](#) screen.
4. If your school uses Bell Periods, make sure that the print period of the course is set up to meet for all of the students in the class section.

Question: All of the teachers courses are not appearing as Gradebooks. What could be causing the Gradebooks to not appear?

The most common reason for one of your courses not appearing as a Gradebook is because there are not any student's scheduled into your class. Verify that there are active students in the course.

[Click Here for More Info on the Gradebook Home Screen](#)

Merging Gradebooks

Question: I have 2 courses where 1 student appears in both although the student does not have the course in their schedule. When I try to merge the course, it returns with an error telling me that a student is active in both courses. What can I do to fix this?

This is usually caused by Gradebooks being initialized prior to scheduling being completed. Since the the Gradebook relies on a student's add/drop records to determine class rosters, it can be confused if the add/drop record is removed during scheduling. The good thing is that it can be fixed very easily. Simply go to the [Gradebook - Roster](#) screen for the course that is listing a student incorrectly. Once here, hit the Save button on the bottom of the screen. Behind the scenes, the Gradebook will analyze each of the students in the course. If they do not belong in the course, then the student will be dropped automatically. Once the screen has refreshed, you should be able to merge your courses.

Question: I want to merge 2 courses but the Gradebook keeps telling me there is an assignment in one of the courses. I have checked the Assignment screen and don't see any. What could be the problem?

This is usually caused by assignments that are in a marking period that the course does not meet. Go to the Assignments screen and change the Marking Period drop down to All Assignments. The assignments will then appear.

Post Grades Screen

Question: When I enter a final grade for student, it is changing when I hit save. What is happening?

Some schools automatically calculate Final Grades based on your schools own calculation. That means that any grade you enter into the Final Grade field will not stick unless you are able to override the grade. In order to do this, simply check the override check box for each grade prior to saving the screen. If the check box is not available to you, contact your system administrator.

Question: The words "No Match" appear after the School field for my students. What is causing this?

This happens when a school posts alpha grades and Genesis can not find a matching grade in the school's alpha grade setup. This can be fixed on your school's [Grading.Setup.Valid Grades.Alpha Grades](#). The Gradebook tries to find a match by taking the student's numeric average and compares it to the From and Through values on the school's alpha grades. Just adjust those values so that the Gradebook can determine what grade should be posted.

Question: How does the final grade get determined in a school who is setup to collect alpha grades?

If your "Calculate Projected Final Grade using posted MP grades and Gradebook grades" is set to No, the Gradebook tries to find a match by taking the student's numeric average and compares it to the From and Through values on the school's alpha grades.

If the "Calculate Projected Final Grade using posted MP grades and Gradebook grades" is set to Yes, then the final grade is determined using the quality points of already posted marking periods and the quality points of the current Gradebook grade.

Question: I am trying to post an exam grade on the Post Grades screen. I see where I can type in the grade, but a Gradebook exam grade is not appearing in the next column. Why is there no Gradebook Exam Grade?

The Gradebook's exam grade can only be displayed if you have created an exam under the Exams tab on the Assignment Spreadsheet. Without an exam, Genesis does not think that you are keeping track of the exam in the Gradebook, so nothing is displayed.

Question: Why are the Gradebook's projected Final Grades and/or Semester grades not showing on the Post Grades screen?

In order for the Gradebook to calculate a final or semester grade, it needs a formula to figure it out. This can be setup on the [Gradebook.Setup.Calculations](#) screen. Once the formula has been set up, just save an assignment grades and the FG/Semester grade will recalculate based on the new calculations. See the [Calculations](#) screen for more details.

Question: There is a weighted grade field on the Post Grades that I cannot change. What is this field?

If your course has a weight code of Multiply and the weight is > 1, then this field will appear on the Post Grades screen. The weighted grade is calculated based on the grade entered by you. The calculated grade will automatically populate the weighted grade field.

Question: I do not think the final grade for the course is correct. How is it calculated?

See [Grading Calculations](#) section above.

Question: I have a merged course and all the students are not appearing on the Post Grades screen. Why not?

Grades in genesis are posted to for a course section. For that reason, entire merged rosters are not shown for the individual Gradebooks. The teacher must switch through each of the Gradebooks to post student grades for each specific section.

Seating Chart

Question: Why can I not see the Post Attendance button in the Seating Chart?

This is probably due to the fact that you need a new security right added to your account. Contact your system administrator to add Change rights to the Gradebook.Gradebook.attendance location.

Spreadsheet

Question: I have students who are not appearing with an IEP icon next to their name on the spreadsheet screen. Why is it not showing?

There are two possible answers to this question:

1. The Profile for this course has a field called 'Display IEP Icons for Students' on the [Preferences](#) screen. This should be marked as Yes in order for the icon to display.
2. Only students with an active IEP are shown with the icon next to their names. IEP records have a start date and an end date. It is considered active if the start date is equal to or before today and the end date is equal to or after today.

Question: I have students who are appearing in my Gradebook who should not be there. My class is not on there schedule. What can I do?

There are two possible answers to this question:

1. Make sure that this is not a merged course. A course that gets merged will have the student's from the merged course as well as your own.
2. Sometimes during scheduling, student's schedules are locked in and then removed. If a Gradebook is initialized with students who are removed during the scheduling process, then they may be stuck in the teachers Gradebook. This is easy to resolve. First, go to the [Gradebook Roster](#) screen for the course that has the problem. Then just hit the save button. This should remove any excess students.

Question: There are students scheduled into my course but they do not appear in my Gradebook. What could be wrong?

This scenario can occur if your Gradebook is merged with another. In this case, the other Gradebook may have claimed the students in the course for themselves. You should contact the merged Gradebook's owner and find out if the "Responsible Teacher" on the [Gradebook.Roster](#) screen is set to a specific teacher that is not you.

Question: There is a student who dropped my class on the first day of school. Why are they not listed?

Students who have dropped a course prior to or on the first day of school are not shown in the teacher's Gradebook.

Year Summary Screen

Question: Why are Projected Final Grades and/or Semester grades not showing on the Gradebook Year Summary screen?

In order for the Gradebook to calculate a final or semester grade, it needs a formula to figure it out. This can be setup on the [Gradebook.Setup.Calculations](#) screen (to be done by system admins). Once the formula has been set up, save an assignment grade and the FG/Semester grade will recalculate based on the new calculations. See the [Calculations](#) screen for more details.