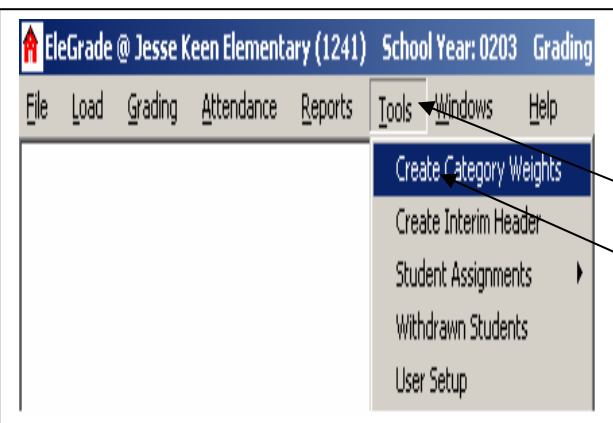
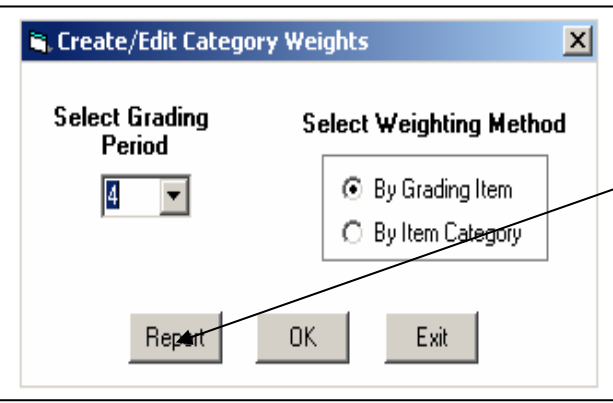
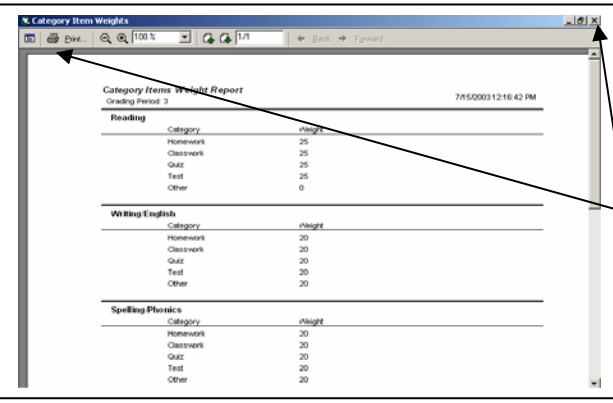
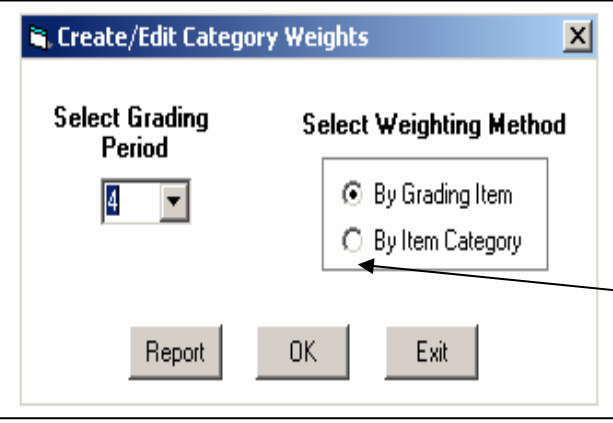
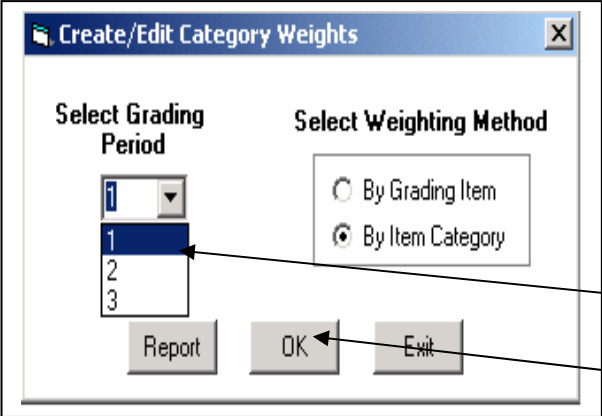
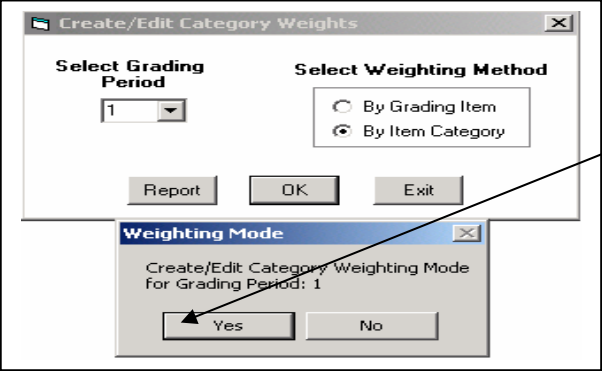
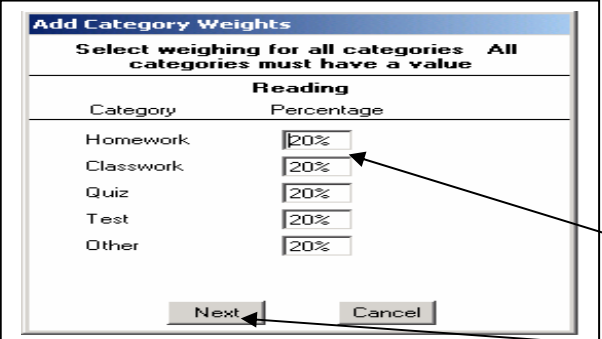
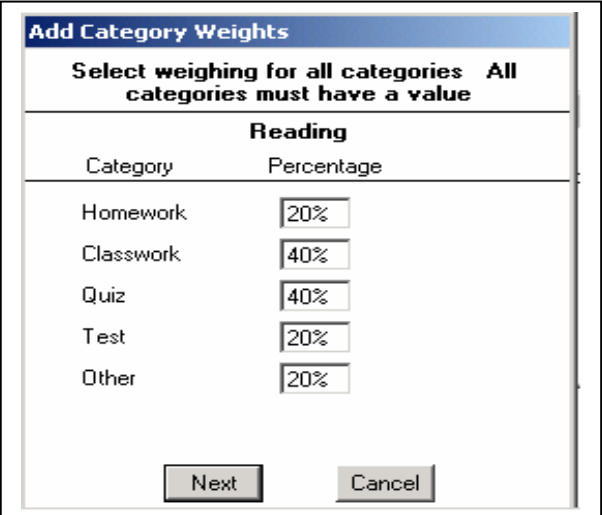
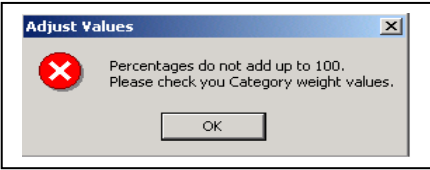


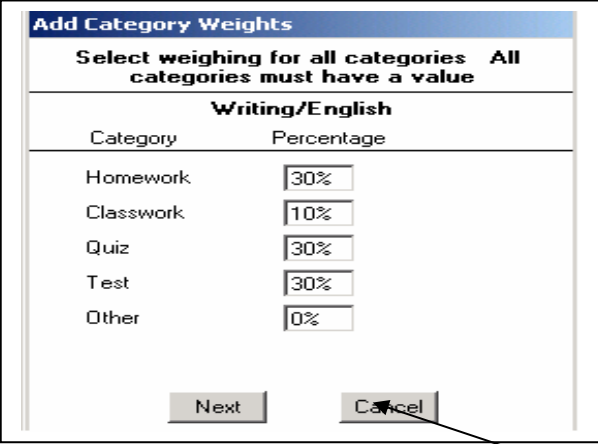

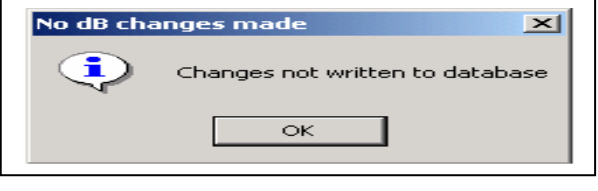
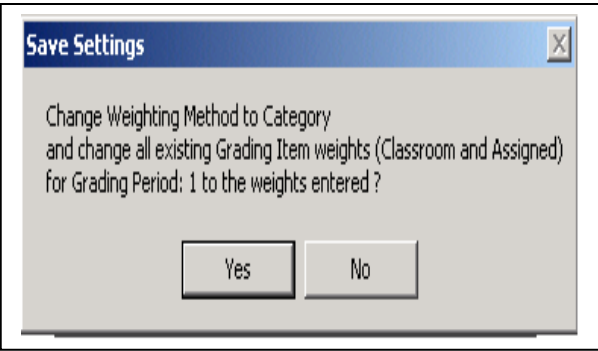
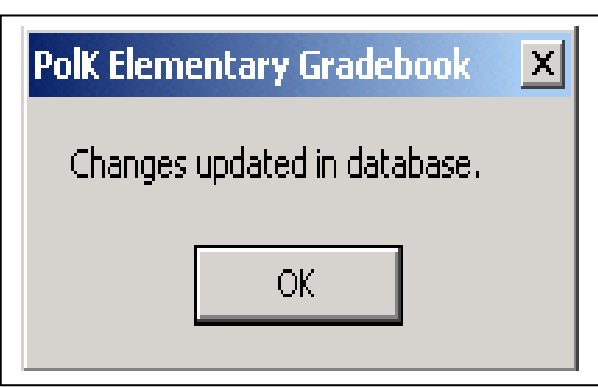
# EleGrade Weighted Category Grading

Steps	Screen Displayed	Procedures
1	 	<p><b><u>To Create a Weighted Grading Item</u></b></p> <p><b><u>On the Main Menu</u></b></p> <ul style="list-style-type: none"> <li>• Select <b>Tools</b></li> <li>• Select <b>Create Category Weights</b></li> </ul> <p>The <b>Create / Edit Category Weights</b> window is displayed</p> <p><b><u>To View or Print a Report of the current Weight Items</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Report</b></li> </ul>
2	 	<p>The <b>Category Weighting Report</b> is displayed.</p> <p><b><u>To Print the report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>print icon</b></li> </ul> <p><b><u>To Close the report and return to the Create / Edit Category Weights window</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the top right of the screen.</li> </ul> <p><b><u>To Change the Weighting Method to Item Category</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>button</b> to the left of <b>Item Category</b></li> </ul>

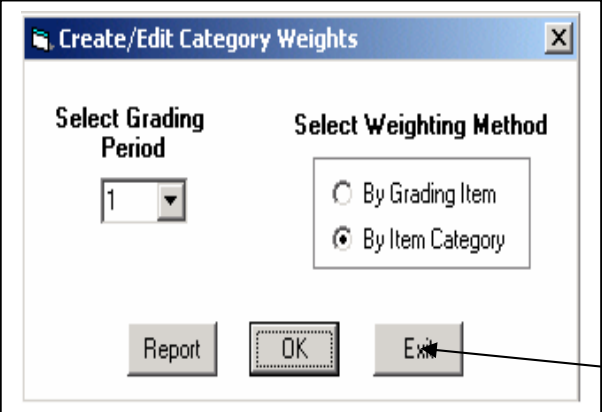
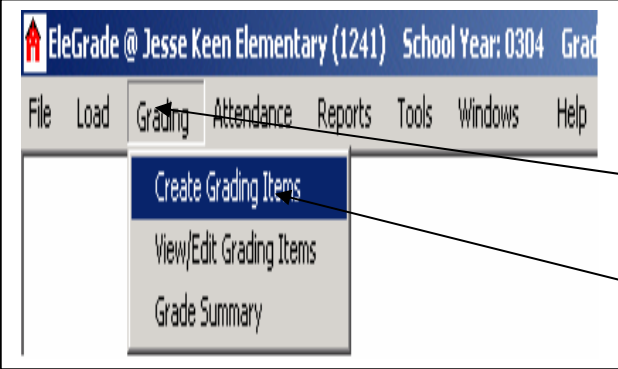
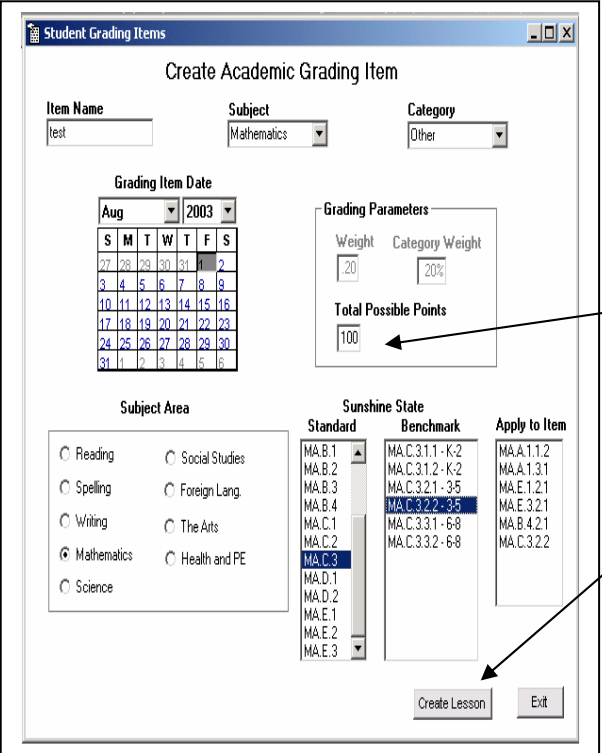
## EleGrade Weighted Category Grading

Steps	Screen Displayed	Procedures
3	 	<p>The Grading Periods Selections have been modified to support single-track modified calendar schools.</p> <p><b><u>To Select a different Grading Period</u></b></p> <ul style="list-style-type: none"> <li>• Select the <b>Grading Period</b></li> <li>• Click <b>OK</b></li> </ul> <p>A <b>Weighting Mode</b> information window is displayed.</p> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to continue</li> <li>• Click <b>No</b> to return to the Create / Edit Category Weights window and <b>Select a different Grading Period</b></li> </ul>
4	 	<p>The <b>Add Category Weights</b> window is displayed.</p> <p><b><u>The Total Weight for each Subject must equal 100%.</u></b></p> <ul style="list-style-type: none"> <li>• Enter the <b>Percentage</b> for each Category</li> <li>• Click the <b>Next</b> button to continue</li> </ul> <p><b><u>If the Weight is over/under 100%. The Adjust Values message is displayed</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to return and correct percent values</li> </ul>  <ul style="list-style-type: none"> <li>• Click the <b>Next</b> button to continue</li> </ul>

## EleGrade Weighted Category Grading

Steps	Screen Displayed	Procedures
5	  	<p><b>Note:</b> A category can be weighted '0', and grading items assigned to that category can be entered into EleGrade without affecting the student's average.</p> <p>A separate window is displayed for each Subject / Category.</p> <p><b><u>To Stop the process of changing Subject Category Percentages</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Cancel</b></li> <li>• Click <b>OK</b> on Category Weights not updated window</li> <li>• Click <b>OK</b> on Changes not written to database window</li> </ul>
6	 	<p><b><u>To Move from Subject to Subject</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Next</b> (step 5)</li> <li>• Click <b>Yes</b> to change all existing Grading Item weights (Classroom and Assigned) for the Grading Period selected.</li> <li>• Click <b>OK</b> to confirm change</li> </ul>

## EleGrade Weighted Category Grading

Steps	Screen Displayed	Procedures
7	 	<p>The Create / Edit Category Weights window is displayed.</p> <ul style="list-style-type: none"> <li>Click <b>Ok</b> to edit the Category Weights percentages and make further changes</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Click <b>Exit</b> to continue working in other Elegrade areas.</li> </ul> <p>The Elegrade Menu screen is displayed.</p> <p><b><u>To Create a grading item</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Grading</b> create grading items</li> <li>Click <b>Create Grading Items</b></li> </ul>
8		<p>When Item Category has been selected as Weight Method the Student Grading Items screen will reflect the Grading Parameters once the Subject and Category have been selected.</p> <ul style="list-style-type: none"> <li>Type in the <b>Total Possible Points</b> and fill out the rest of the Subject Area and Sunshine State Standard.</li> </ul> <p><b><u>To Create the lesson</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Create Lesson</b></li> <li>Click <b>Exit</b> to leave the Grading item screen without creating a grading item</li> </ul>