

Blackbaud  
TM  
Student**Information**System

Grades Guide

## **102411**

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# Grades



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In *Grades*, you can enter marking column grades and comments for students enrolled in classes. You can enter grade information using a method that best fits your needs: by teacher, course, or student. In *Grades*, you can also run calculations to determine course averages, GPAs, performance levels, and rankings.

You can also enter student grades for courses in which they are not enrolled, such as courses taken at previous schools. Define a course record for the course including at least the required fields and necessary grading information. Select to enter grades by student and add the course as an Other Course. Then you can enter the student's grades for the course as you would for a regular class.

Before entering grades, there are several areas to consider when planning your grades processes.

**Marking columns.** Marking columns are the time frames in which you enter grades and comments for classes.

You define marking column sets in Registrar Setup in *Configuration* and associate marking column sets with sessions on academic year records in *Configuration*. For more information about defining marking column sets and sessions, see the *Configuration Guide for Registrar's Office*.

**Translation tables.** Translation tables define how numeric grades translate into letter grades and vice versa, and also how grades translate to GPA values. You define translation tables in Registrar Setup in *Configuration*.

You associate translation tables with marking columns on the Grading tab of course records. For more information about defining translation tables, see the *Configuration Guide for Registrar's Office*.

**Course records.** On the Grading tab of course records, you set up grading information for each academic year and session. On the Grades tab, you select whether to include the course on report cards and transcripts, include the course in performance categories, include the course in GPAs, and give the course a weighted value. You designate whether to award credits in the same or different marking columns in which they are attempted. You specify the marking columns in which credits are attempted and awarded. For each marking column associated with the session, you specify which marking columns to grade, associate a translation table, and designate whether to allow numeric or grade values or both. You can also associate a marking column with a course average calculation. For more information about the Grading tab of course records, see the *Records Guide for Registrar's Office*.

**Grade comments.** In Registrar Setup in *Configuration*, you can define default comments to select during grade entry. You assign a comment number to each default comment. On academic year records, you designate whether grade comments can be entered in free-form text or by number only. For more information about defining default comments and setting up academic years, see the *Records Guide for Registrar's Office*.

**Calculations.** In Registrar Setup in *Configuration*, you can define course average, GPA, performance, and rank calculations. You can run these calculations from *Grades*. For more information about defining calculations, see the *Configuration Guide for Registrar's Office*.

**Business rules.** You set business rules in *Configuration* related to grade entry. You can enter the number of trailing zeros to show in GPAs and numeric grades and specify an indicator to separate default comments. You also determine how to award credit and calculate GPAs for courses taken multiple times. For more information about business rules, see the *Configuration Guide for Registrar's Office*.

**Options.** You can set user options related to grade entry. You control what columns to display in the grade entry grids, how to format student and teacher names on the grids, and whether to get a message to save when switching views. You can also set color options for the grade entry grids. For more information about grades options, see the *Program Basics Guide*.

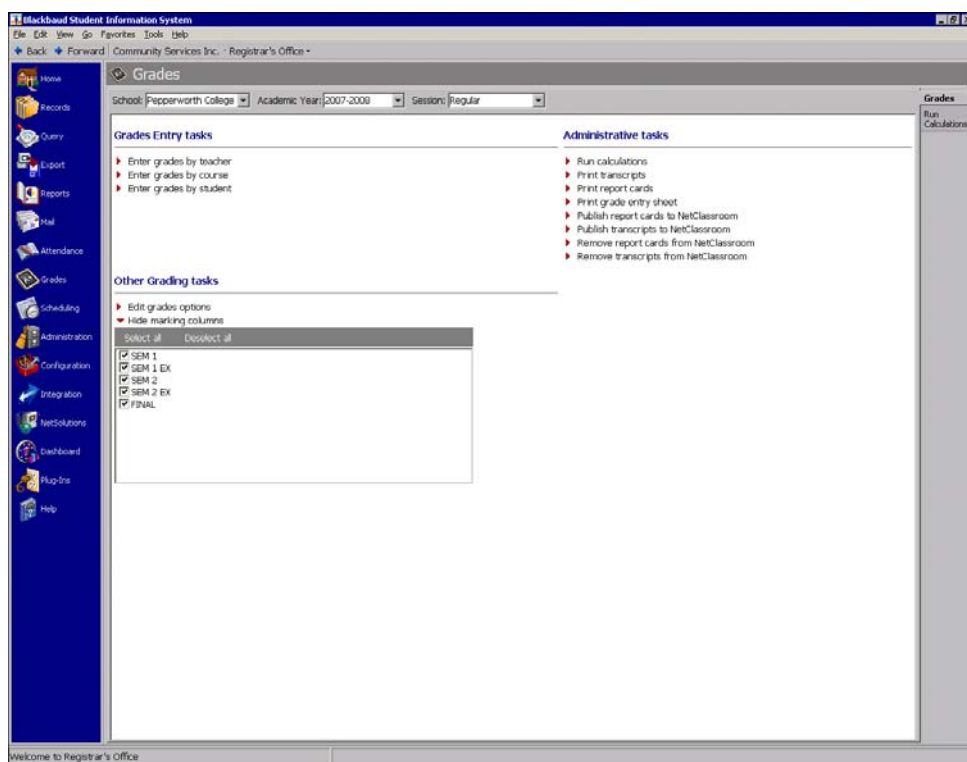
**Faculty Access for the Web.** Teachers can maintain a daily gradebook using *Faculty Access for the Web*.

Teachers can also enter final marking column grades in *Faculty Access for the Web* that an administrator can post to *Grades* in **Registrar's Office**. For more information about entering grades in *Faculty Access for the Web*, see the *User's Guide for Faculty Access for the Web*. For more information about posting grades from *Faculty Access for the Web*, see the *Administration Guide for Faculty Access for the Web*.

## Accessing Grades

To access *Grades*, on the navigation bar in **Registrar's Office**, click **Grades**. The Grades page appears.

In the **School**, **Academic Year**, and **Session** fields on the action bar, select the school, academic year, and session in which you are currently working. These selections default on the grade entry screens when you open a grade entry task. If you have only one active school or rights to only one school, the **School** field does not appear.



The Grades page organizes grading tasks into categories: *Grades Entry tasks*, *Administrative tasks*, and *Other Grading tasks*.

## Grades Entry Tasks

There are three ways to enter grades: entering by teacher, entering by course, and entering by student.

- Click **Enter grades by teacher** to enter grades by teacher. For more information, see “Entering Grades by Teacher” on page 5.
- Click **Enter grades by course** to enter grades by course. For more information, see “Entering Grades by Course” on page 6.
- Click **Enter grades by student** to enter grades, GPAs, performance levels, and rankings by student. You can also add Other Courses for a student to record grades in classes not scheduled. For more information, see “Entering Grades by Student” on page 8.

## Administrative Tasks

**Note:** We offer high-quality, customized report card and transcript forms that are specifically designed for use with our software. Our report card and transcript forms feature state-of-the-art, tamper-proof backgrounds. For more information, visit our Web site at [forms.blackbaud.com](http://forms.blackbaud.com) or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can run calculations to generate course averages, GPAs, and rankings, and to assign performance levels. You can also print transcripts, report cards, and grade entry sheets:

- Click **Run calculations** to generate course averages, GPAs, performance categories, and rankings. For more information, see “Running Calculations” on page 24.
- Click **Print transcripts** to create comprehensive statements of a student’s academic performance to send to other schools. For more information about transcripts, see the Transcripts chapter of the *Mail Guide for Blackbaud Student Information System*.
- Click **Print report cards** to create report cards that summarize a student’s academic performance for a specific period of time. For more information about report cards, see the Report Cards chapter of the *Mail Guide for Blackbaud Student Information System*.
- Click **Print grade entry sheet** to print forms to use to manually enter grading information. For more information about grade entry sheets, see the Grade Reports chapter of the *Reports Guide for Registrar’s Office*.
- Click **Publish report cards to NetClassroom** to export report cards to *NetClassroom*. This link appears only if you have the optional module *NetClassroom*. For more information, see “Publishing Report Cards and Transcripts to the Web” on page 27.
- Click **Publish transcripts to NetClassroom** to export transcripts to *NetClassroom*. This link appears only if you have the optional module *NetClassroom*. For more information, see “Publishing Report Cards and Transcripts to the Web” on page 27.
- Click **Remove report cards from NetClassroom** to delete report cards published to *NetClassroom*. This link appears only if you have the optional module *NetClassroom*. For more information, see “Publishing Report Cards and Transcripts to the Web” on page 27.
- Click **Remove transcripts from NetClassroom** to delete transcripts published to *NetClassroom*. This link appears only if you have the optional module *NetClassroom*. For more information, see “Publishing Report Cards and Transcripts to the Web” on page 27.

## Other Grading Tasks

With other grading tasks, you can edit grade options and show or hide marking columns.

- Click **Edit grades options** to open your grades user options. For more information about grades options, see the Options chapter of the *Program Basics Guide*.
- Click **Show marking columns** to open a list of marking columns available for the session. You can mark checkboxes to control which marking columns appear in *Grades*. For more information, see “Hiding/Showing Marking Columns” on page 24.
- Click **Hide marking columns** to collapse the list of marking columns available for the session. For more information, see “Hiding/Showing Marking Columns” on page 24.

## Entering Grades

*Grades* centralizes the process of entering grades in one location. You can enter grades for:

- Students in classes taught by a specific teacher.
- Students in classes of a specific course, regardless of who teaches each class.
- Classes taken by a specific student.

**Enter grades by teacher.** Use this screen when entering grades for all of a teacher’s classes, regardless of course. You enter grades for one class at a time.

**Enter grades by course.** Use this screen when entering grades for more than one class of a selected course. For example, you are entering grades for multiple sections of an English course. You enter grades for one class at a time.



**Enter grades by student.** Use this screen when entering grades for the classes taken by selected students. You can also use this screen to enter GPA, performance, and ranking data. This is the only screen on which you can enter Other Courses.

From any grade entry screen, you can print grade information on a Grade Report by selected **File, Preview** or **Print** from the menu bar. For more information about the Grade Report, see the *Reports Guide for Registrar's Office*.

## Entering Grades by Teacher

You can click **Enter grades by teacher** on the Grades page to open the Enter grades by teacher screen. On this screen, you can select the classes taught by selected teachers and enter grades. You enter grades for one class at a time.

### ▶ Entering grades by teacher

1. On the Grades page, in the **School, Academic Year,** and **Session** fields, select the school, year, and session for which to enter grades.
2. In the marking column box on the Grades page, mark the checkboxes for the marking columns to show on the Enter grades by teacher screen.
3. Click **Enter grades by teacher**. The Enter grades by teacher screen appears.

4. In the **Term** field, select the term for which you are entering grades or select "<All Terms>".
5. In the **Enter for** field, select a group of teachers. You can select all teachers or a query group. For information about creating queries, see the *Query Guide for Blackbaud Student Information System*.
6. In the **Teacher** field, enter the teacher name. You can click the binoculars to search for the teacher. After you select a teacher, you can use the arrow buttons to scroll through the teachers in the group selected in the **Enter for** field.
7. In the **Class** field, select a class for which to enter grades. Students enrolled in the selected class for the term or terms selected in the **Term** field appear in the **Grades** grid.
8. In the **Show** field, select the columns to show within each marking column.

Columns can include **Grade, Attempted Credits, Awarded Credits, Use in Calculations, Print Grade on Transcripts, Print Grade on Report Cards, Comment, Print Comment on Transcripts, and Print Comment on Report Cards.**

- In the **Sort by** field, you can sort the students in the grid by last name, first name, or student ID.

**Note:** Depending on how the course's grading is defined, you may be required to enter grades as letter grades only or numeric values only, or allowed to enter either.

- In the **Grade** column, select the grade or enter the numeric value for the class.
- In the **Attempted Credits** and **Awarded Credits** columns, you can view the credit values and edit the values if necessary. The values and the marking columns in which credits are attempted and awarded are defined on the course record.

**Tip:** To view details about the student, right-click in any cell and select **Details for student**. For more information about viewing grade details, see "Viewing Details for Students" on page 22.

- After you enter a grade, the **Use in Calculations** column is enabled and the checkbox marked by default. To prevent a grade from being used to calculate GPAs and honors, unmark the checkbox.
- After you enter a grade, the **Print Grade on Transcripts** column is enabled and the checkbox marked by default. To prevent a grade from being included on transcripts, unmark the checkbox.
- After you enter a grade, the **Print Grade on Report Cards** column is enabled and the checkbox marked by default. To prevent a grade from being included on report cards, unmark the checkbox.
- In the **Comment** column, you can either enter a free-form comment or select a default comment. For more information about comments, see "Adding Comments" on page 18.  
You may be restricted to selecting default comments only. How you can enter comments depends on the grade comments entry setting for the academic year.
- After you enter a comment, the **Print Comment on Transcripts** column is enabled and the checkbox marked by default. To prevent a comment from being included on transcripts, unmark the checkbox.
- After you enter a comment, the **Print Comment on Report Cards** column is enabled and the checkbox marked by default. To prevent a comment from being included on report cards, unmark the checkbox.
- To close the screen and return to the Grades page, click **Save and Close**.

## Entering Grades by Course

You can click **Enter grades by course** on the Grades page to open the Enter grades by course screen. On this screen, you can enter the grades for classes of a specific course, regardless of who teaches each class. You enter grades for one class at a time.

### ▶ Entering grades by course

- On the Grades page, in the **School, Academic Year, and Session** fields, select the school, year, and session for which you are entering grades.
- In the marking column box on the Grades page, mark the checkboxes for the marking columns to show on the Enter grades by course screen.

3. Click **Enter grades by course**. The Enter grades by course screen appears.

4. In the **Term** field, select the term for which you are entering grades or select “<All Terms>”.
  5. In the **Enter for** field, select a group of courses. You can select all courses or a query group. For information about creating queries, see the *Query Guide for Blackbaud Student Information System*.
  6. In the **Course** field, enter the course name. You can click the binoculars to search for the course. After you select a course, you can use the arrow buttons to scroll through the courses in the group selected in the **Enter for** field.
  7. In the **Class** field, select a class for which to enter grades. Students enrolled in the selected class for the term or terms selected in the **Term** field appear in the **Grades** grid.
  8. In the **Show** field, select the columns to show within each marking column. Columns can include **Grade**, **Attempted Credits**, **Awarded Credits**, **Use in Calculations**, **Print Grade on Transcripts**, **Print Grade on Report Cards**, **Comment**, **Print Comment on Transcripts**, and **Print Comment on Report Cards**.
  9. In the **Sort by** field, you can sort the students in the grid by last name, first name, or student ID.
- Note:** Depending on how the course’s grading is defined, you may be required to enter grades as letter grades only or numeric values only, or allowed to enter either.
10. In the **Grade** column, select the grade or enter the numeric value for the class.
  11. In the **Attempted Credits** and **Awarded Credits** columns, you can view the credit values and edit the values if necessary. The values and the marking columns in which credits are attempted and awarded are defined on the course record.

**Tip:** To view details about the student, right-click in any cell and select **Details for student**. For more information about viewing grade details, see “Viewing Details for Students” on page 22.

12. After you enter a grade, the **Use in Calculations** column is enabled and the checkbox marked by default. To prevent a grade from being used to calculate GPAs and honors, unmark the checkbox.
13. After you enter a grade, the **Print Grade on Transcripts** column is enabled and the checkbox marked by default. To prevent a grade from being included on transcripts, unmark the checkbox.

14. After you enter a grade, the **Print Grade on Report Cards** column is enabled and the checkbox marked by default. To prevent a grade from being included on report cards, unmark the checkbox.
15. In the **Comment** column, you can either enter a free-form comment or select a default comment. For more information about comments, see “Adding Comments” on page 18.  
You may be restricted to selecting default comments only. How you can enter comments depends on the grade comments entry setting for the academic year.
16. After you enter a comment, the **Print Comment on Transcripts** column is enabled and the checkbox marked by default. To prevent a comment from being included on transcripts, unmark the checkbox.
17. After you enter a comment, the **Print Comment on Report Cards** column is enabled and the checkbox marked by default. To prevent a comment from being included on report cards, unmark the checkbox.
18. To enter grades for another class, select a different class in the **Class** field or select a different course in the **Course** field.
19. To close the screen and return to the Grades page, click **Save and Close**.

## Entering Grades by Student

**Note:** When you enter grades by student for a student who has courses from more than one school, if the schools do not use the same marking columns, you can enter grades for only the school selected in the **School** field. Use the Enter grades by course screen to enter grades for the other schools.

You can click **Enter grades by student** on the Grades page to open the Enter grades by student screen. On this screen, you can enter grades and comments for all classes in which selected students are enrolled.

You can also enter GPAs, performance levels, and rankings for each student. However you can generate these automatically using calculations. For more information, see “Running Calculations” on page 24.

The Enter grades by student screen is the only screen on which you can enter Other Courses. For more information, see “Add Other Courses” on page 12.

### ▶ Entering grades by student

1. On the Grades page, in the **Academic Year** and **Session** fields, select the year and session for which to enter grades.
2. In the marking column box on the Grades page, mark the checkboxes for the marking columns to show on the Enter grades by student screen.

3. Click **Enter grades by student**. The Enter grades by student screen appears.

4. In the **Term** field, select the term for which you are entering grades or select “<All Terms>”.
5. In the **Enter for** field, select a group of students. You can select all students or a query group. For information about creating queries, see the *Query Guide for Blackbaud Student Information System*.
6. In the **Student** field, enter the student name. You can click the binoculars to search for the student. After you select a student, you can use the arrow buttons to scroll through the students in the group selected in the **Enter for** field.
7. In the **Show** field, select the marking columns to show. Columns can include **Grade**, **Attempted Credits**, **Awarded Credits**, **Use in Calculations**, **Print Grade on Transcripts**, **Print Grade on Report Cards**, **Comment**, **Print Comment on Transcripts**, and **Print Comment on Report Cards**.
8. In the **Display** field, select “Grades”, “Other Courses”, or “Grades and Other Courses”. For more information about Other Courses, see “Add Other Courses” on page 12.
9. In the **Sort by** field, select how to sort the classes for the selected student.

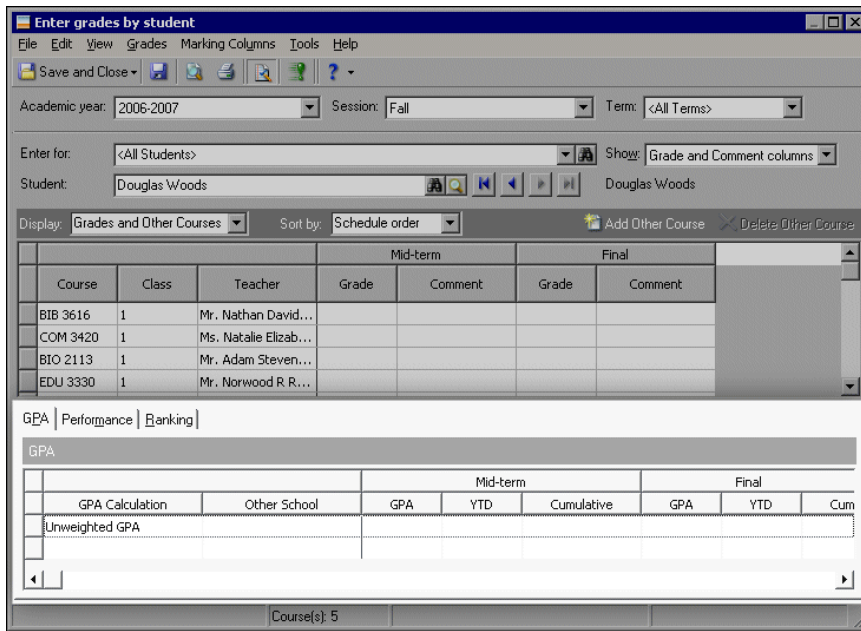
**Note:** Depending on how the course’s grading is defined, you may be required to enter grades as letter grades only or numeric values only, or allowed to enter either.

10. In the **Grade** column, select the grade or enter the numeric value for the class.
11. In the **Attempted Credits** and **Awarded Credits** columns, you can view the credit values and edit the values if necessary. The values and the marking columns in which credits are attempted and awarded are defined on the course record.

**Tip:** To view details about the student, right-click in any cell and select **Details for student**. For more information about viewing grade details, see “Viewing Details for Students” on page 22.

12. After you enter a grade, the **Use in Calculations** column is enabled and the checkbox marked by default. To prevent a grade from being used to calculate GPAs and honors, unmark the checkbox.
13. After you enter a grade, the **Print Grade on Transcripts** column is enabled and the checkbox marked by default. To prevent a grade from being included on transcripts, unmark the checkbox.

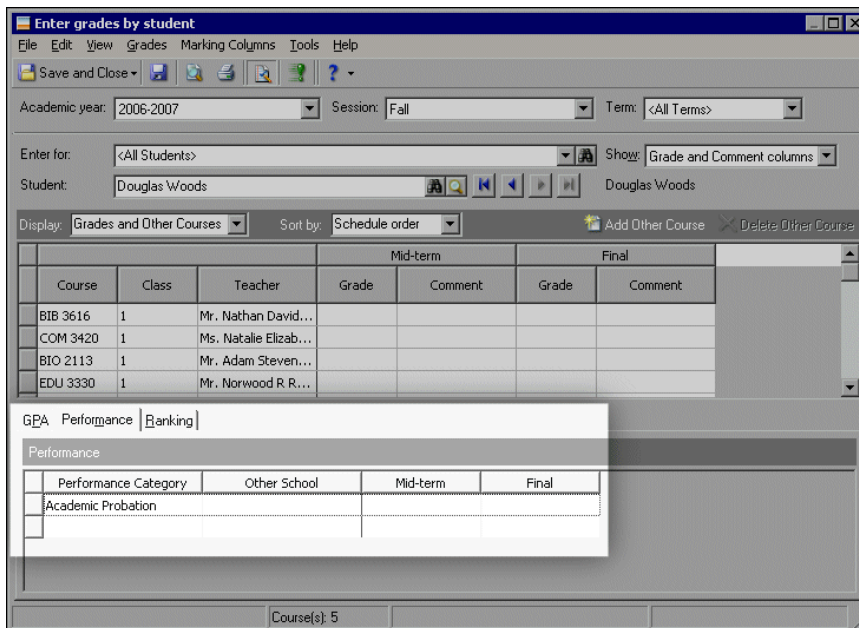
14. After you enter a grade, the **Print Grade on Report Cards** column is enabled and the checkbox marked by default. To prevent a grade from being included on report cards, unmark the checkbox.
15. In the **Comment** column, you can either enter a free-form comment or select a default comment. For more information about comments, see “Adding Comments” on page 18.  
You may be restricted to selecting default comments only. How you can enter comments depends on the grade comments entry setting for the academic year.
16. After you enter a comment, the **Print Comment on Transcripts** column is enabled and the checkbox marked by default. To prevent a comment from being included on transcripts, unmark the checkbox.
17. After you enter a comment, the **Print Comment on Report Cards** column is enabled and the checkbox marked by default. To prevent a comment from being included on report cards, unmark the checkbox.
18. Select the GPA tab.



**Note:** You can automatically generate GPAs based on grades. For more information about automatically generating GPAs, see “Running Calculations” on page 24.

19. In the **GPA Calculation** column, select the GPA calculation for which to enter values.
20. To enter GPA data from another school, select a school in the **Other School** column.
21. In the **GPA**, **YTD**, and **Cumulative** columns for each marking column, enter the GPA for the marking column, the year-to-date, and for all classes taken, respectively.

22. Select the Performance tab.

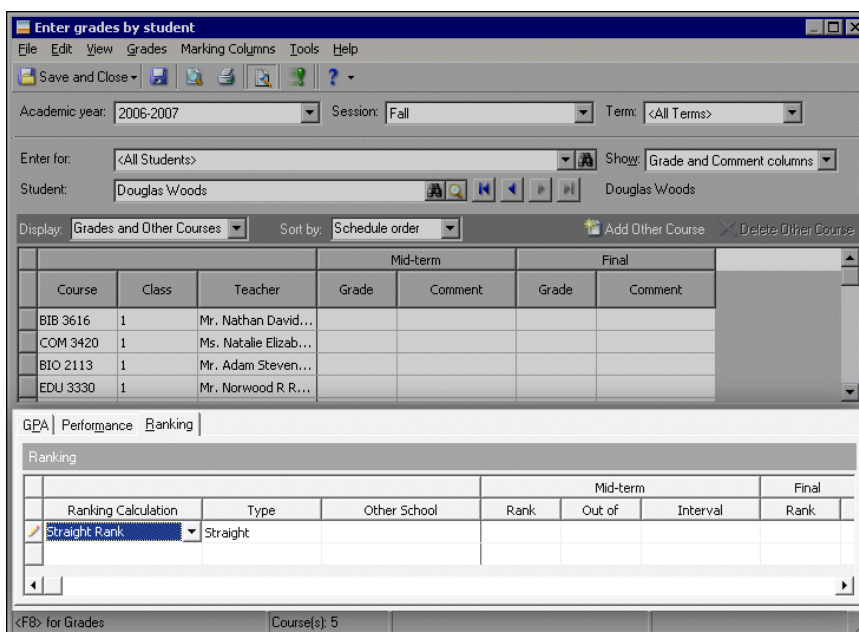


23. In the **Performance Category** column, select the performance category for which to enter levels.

24. To enter performance levels for another school, select a school in the **Other School** column.

25. Select a performance level for each marking column.

26. Select the Ranking tab.



**Note:** You can automatically generate rankings based on grades. For more information about automatically generating rankings, see “Running Calculations” on page 24.

27. In the **Ranking Calculation** column, select the rank calculation to enter.

28. The **Type** column displays the method used to calculate ranks.

29. To enter rankings for another school, select a school in the **Other School** column.
30. If you selected a straight ranking method, enter the rank and total number of students in the **Rank** and **Out of** columns.  
If you selected an interval ranking method, select an interval in the **Interval** column.
31. To close the screen and return to the Grades page, click **Save and Close**.

## Add Other Courses

You can add a course as an Other Course on a student record to enter grade information for a course that will not be scheduled. For example, you can enter grades for years that predate the installation of **Blackbaud Student Information System** and add grades for courses transferred from other schools.

Before you begin to enter grades for courses from other schools, we recommend you determine what courses you want to copy. You may find that no course record exists that you want to copy. In these situations, we recommend you create a template course to use for new other courses.

**Note:** You can add only Standard and Transfer courses as Other Courses.

Before you can add an Other Course to a student record for a previous academic year, the student must have a student progression entry for that year. If the student does not have a student progression entry for the year, a message appears asking you to create one. For more information about student progression entries, see the Students chapter of the *Records Guide for Registrar's Office*.

The marking columns selected for use on a standard course record may not encompass all the marking columns used for the course as an Other Course. On grading information on the course record, you can mark the **Allow historical entry for all marking columns available in this session** checkbox to activate all marking columns only when the course is added as an Other Course.

To create a new other course for student grades, see "Create a new course to add as an other course for student grades" on page 12.

To create a new other course for grades based on an existing course, see "Add a new other course for student grades based on an existing course" on page 14.

To add an existing other course to a student record for grades, see "Add an existing other course to a student record" on page 17.

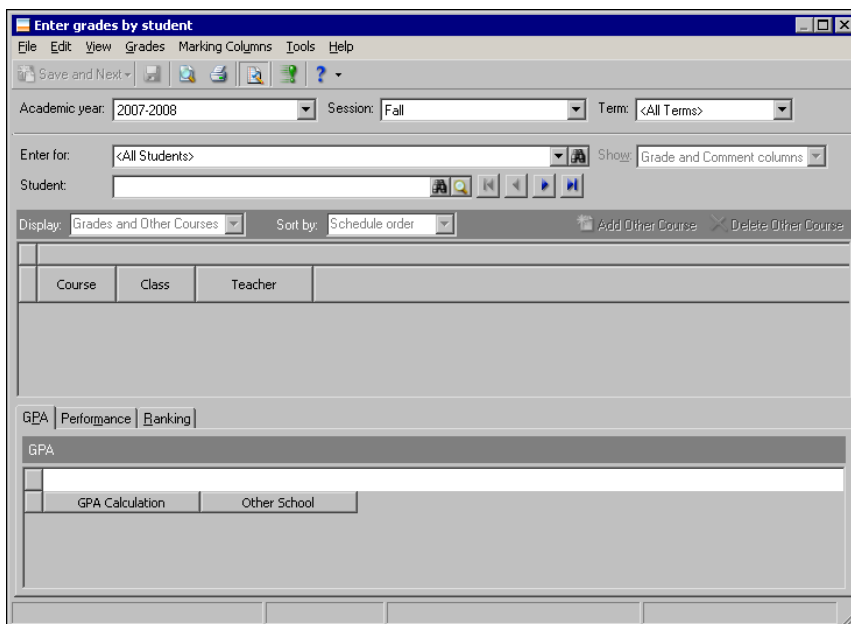
### ► Create a new course to add as an other course for student grades

**Tip:** If you are entering historic grades for more than one student, click the binoculars on the **Enter for** field and create a query of students for which to enter data. For more information about running a query, see the *Query Guide for Blackbaud Student Information System*.

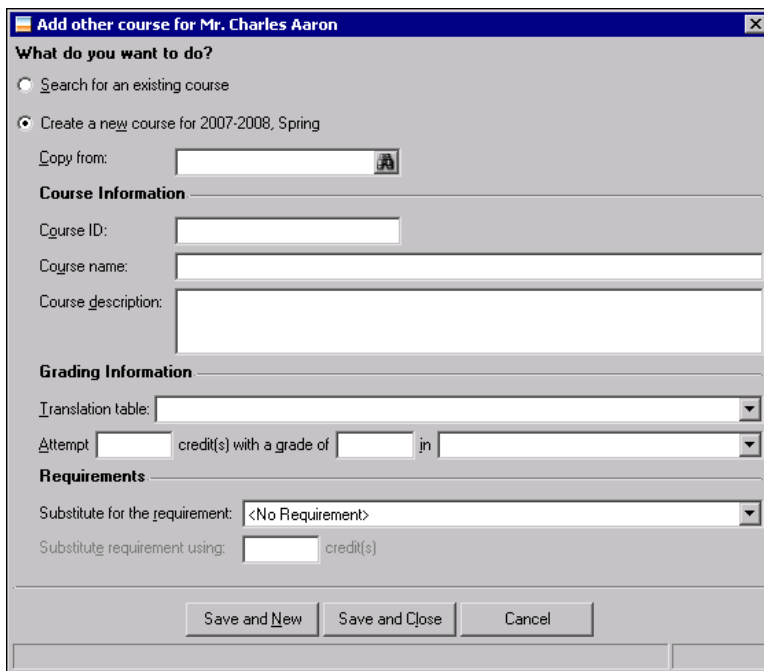


To add Other Courses to student records, you can create a new course.

1. On the Grades page, click **Enter grades by student**. The Enter grades by student screen appears.



2. In the **Student** field, click the binoculars to search for and select a student.
3. In the **Display** field, select “Grades and Other Courses” or “Other Courses”.
4. Click **Add Other Course** on the action bar above the **Grades** grid. The Add other course screen appears.



5. By default, the **Create a new course** option is selected.  
In the **Course ID** and **Course name** fields, enter the course identification number and name. These must be unique within each school.

6. In the **Course description** field, enter a description for the course. You can use this description in course catalogs. For more information, see the Course/Class Reports chapter of the *Reports Guide for Registrar's Office*.
7. In the **Grading Information** frame, in the **Translation table** field, select an active translation table to use for translating grades.
8. In the **Attempt** field, enter the number of credits the course can earn.
9. In the **credit(s) with a grade of** field, you can enter a grade and select a marking column. The values available depend on the translation table you selected.

You do not have to enter a grade in this field. If you want to enter multiple grades for the student, you can enter them after you create the new course and return to the Enter grades by student screen.

**Note:** You can only enter information in the **Requirements** frame if you have the optional module, *Degree Audits*.

10. In the **Requirements** frame, in the **Substitute for the requirement** field, if the other course satisfies a requirement for the student, select a requirement and enter the number of credits the course substitutes.

**Note:** If you do not have the appropriate security rights, you cannot create an Other Course.

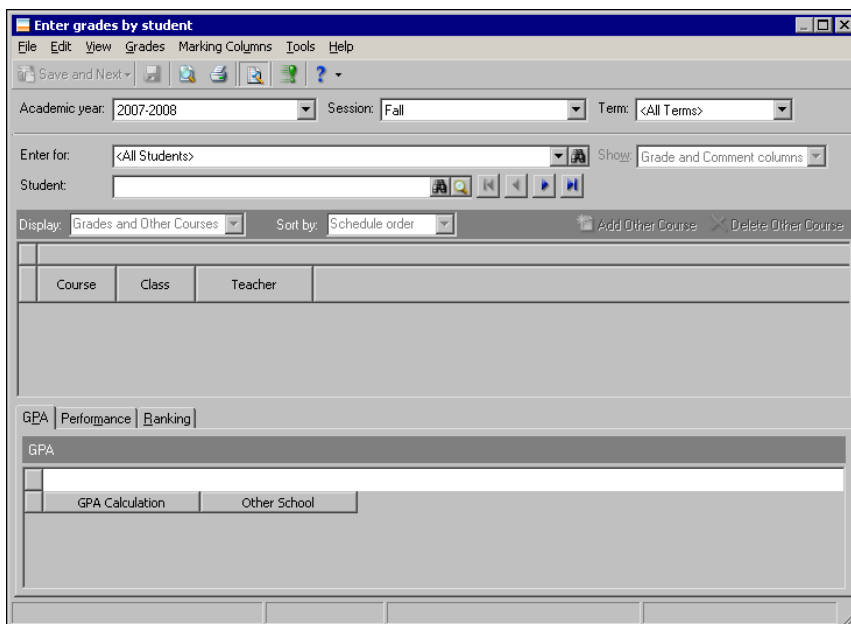
11. To save the record and return to the Enter grades by student screen, click **Save and Close**. To save the record and create a new other course, click **Save and New**.

► **Add a new other course for student grades based on an existing course**

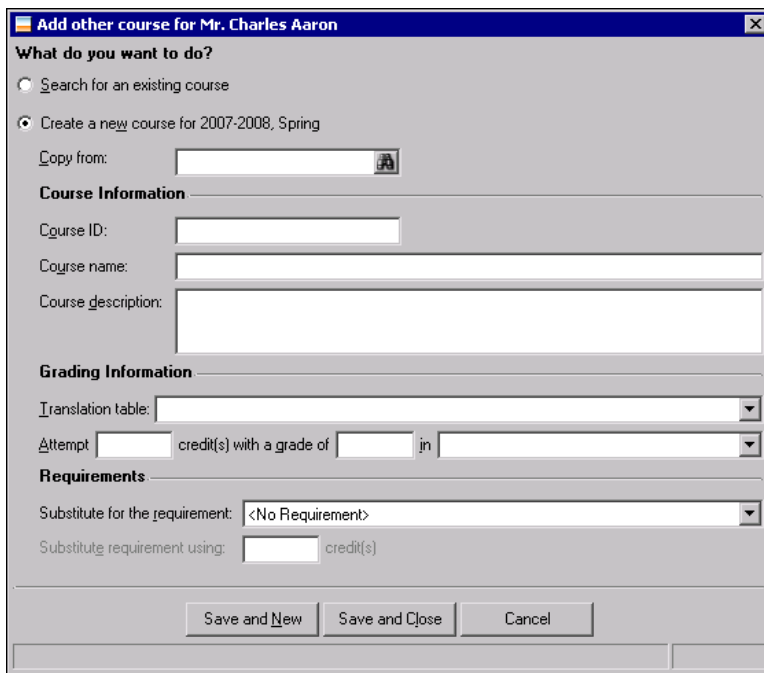
**Tip:** If you are entering historic grades for more than one student, click the binoculars on the **Enter for** field and create a query of students for which to enter data. For more information about running a query, see the *Query Guide for Blackbaud Student Information System*.

You can add an Other Course to a student record based on an existing course.

1. On the Grades page, click **Enter grades by student**. The Enter grades by student screen appears.



2. In the **Student** field, click the binoculars to search for and select a student.
3. In the **Display** field, select “Grades and Other Courses” or “Other Courses”.
4. Click **Add Other Course** on the action bar above the **Grades** grid. The Add other course screen appears.



5. By default, the **Create a new course** option is selected.

In the **Copy from** field, click the binoculars. The Open screen appears.

**Note:** By default, the **Category** field on the Open screen is set to Transfer Course. To add a standard course as an Other Course, select “Standard” instead.

6. Search for and select a course, and then click **Open**. Information from the existing course defaults into the **Course Information** and **Grading Information** frames as available.
7. In the **Course ID** and **Course name** fields, enter the course identification number and name. These must be unique within each school.

If needed, enter **Grading Information** for the course.

- a. In the **Grading Information** frame, in the **Translation table** field, select an active translation table to use for translating grades.
- b. In the **Attempt** field, enter the number of credits the course can earn.
- c. In the **credit(s) with a grade of** field, you can enter a grade and select a marking column. The values available depend on the translation table you selected.

You do not have to enter a grade in this field. If you want to enter multiple grades for the student, you can enter them after you create the new course and return to the Enter grades by student screen.

**Note:** You can only enter information in the **Requirements** frame if you have the optional module, *Degree Audits*.

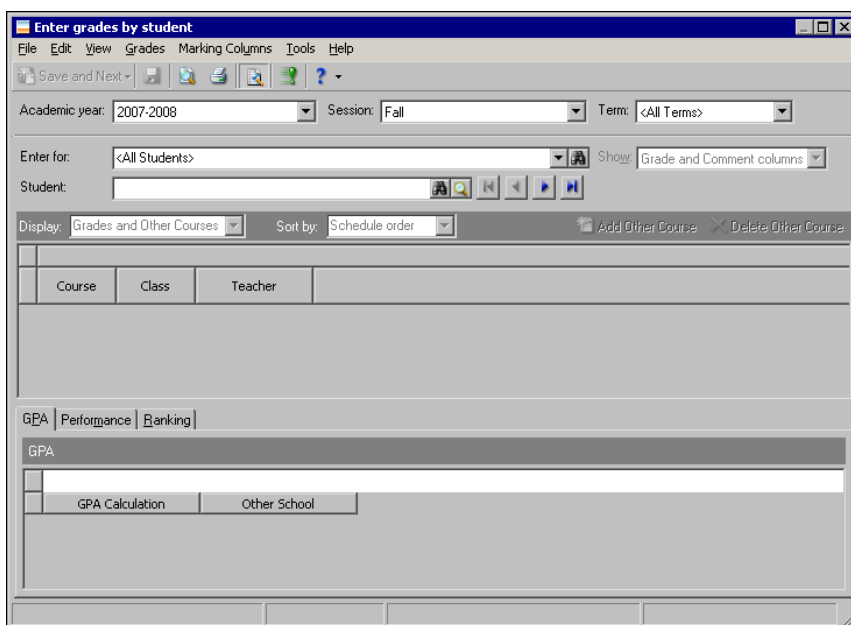
8. In the **Requirements** frame, in the **Substitute for the requirement** field, if the other course satisfies a requirement for the student, select a requirement and enter the number of credits the course substitutes.
9. To save the record and return to the Enter grades by student screen, click **Save and Close**. To save the record and add a new other course, click **Save and New**.

► **Add an existing other course to a student record**

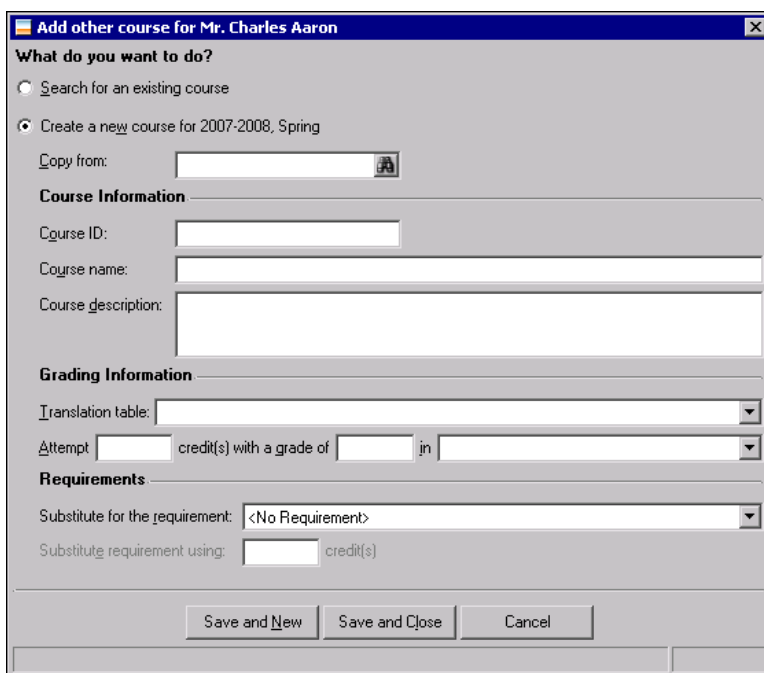
**Tip:** If you are entering historic grades for more than one student, click the binoculars on the **Enter for** field and create a query of students for which to enter data. For more information about running a query, see the *Query Guide for Blackbaud Student Information System*.

You can add Other Courses to student records from existing courses.

1. On the Grades page, click **Enter grades by student**. The Enter grades by student screen appears.



2. In the **Student** field, click the binoculars to search for and select a student.
3. In the **Display** field, select “Grades and Other Courses” or “Other Courses”.
4. Click **Add Other Course** on the action bar above the **Grades** grid. The Add other course screen appears.



5. By default, the **Create a new course** option is selected. Select **Search for an existing course** instead.
6. Click **OK**. The Open screen appears.

**Note:** By default, the **Category** field on the Open screen is set to Transfer Course. To add a standard course as an Other Course, select “Standard” instead.

7. Search for and select a course, and then click **Open**. You return to the Enter grades by student screen.
8. To select the school at which the student took the selected course, click the binoculars in the **School** or **Teacher/School** column. The Open screen appears.
9. Search for and select the school, and then click **Open**.

**Note:** You can set a user option to display Other Courses in a different color in the grid.

10. Enter grade information for the course. For information about the values to enter in the columns, see “Entering Grades by Student” on page 8.
11. To view the other course and update information, such as whether to include the course in GPAs, whether to include the course in performance categories, and whether to print the course on report cards and transcripts, select the course, right click the course name, and select **Go to, Course**. The Course appears.  
Make any changes necessary and click **Save and Close**. You return to the Enter grades by screen.
12. To save the record and return to the Grades page, click **Save and Close**.

## Adding Comments

In Registrar Setup in *Configuration*, you can define default comments to use in *Grades*. Depending on how you set up the academic year in *Configuration*, you can select default comments or enter free-form text. For more information about configuring academic years, see the *Configuration Guide for Registrar’s Office*.

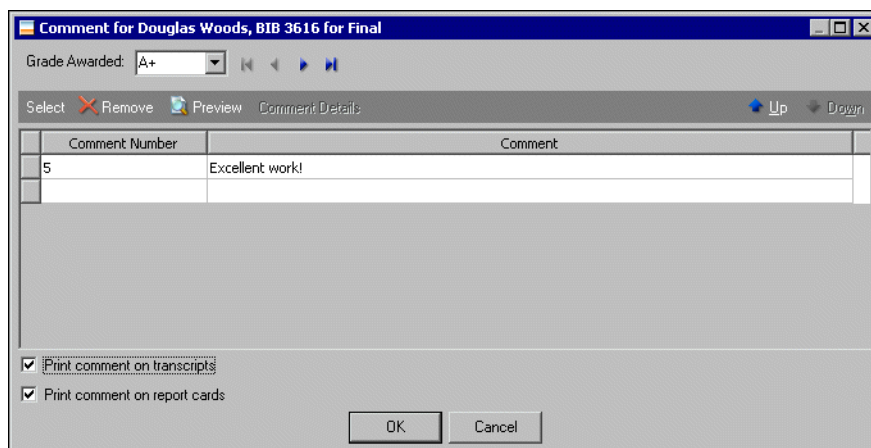
When an academic year is set up for numeric comments, you can enter default comments only. For more information, see “Adding comments by comment number” on page 19.

When an academic year is set up for free-form comments, you can either enter default comments or enter free-form text. For free-form comments, you can enter up to 7,700 characters unless you define a different comment character limit when you create your academic year. For more information, see “Adding free-form comments” on page 20.

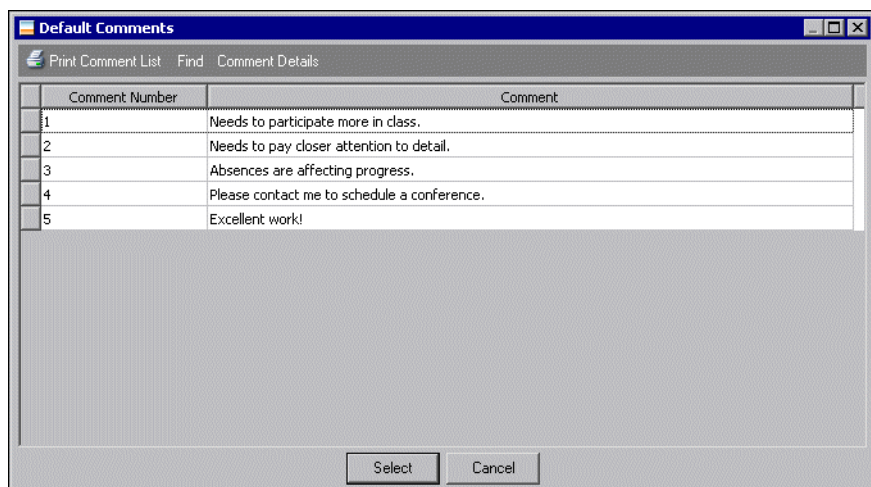
### ▶ Adding comments by comment number

These steps show you how to add grade comments when the corresponding academic year is set up for numeric comment entry.

1. On a grade entry screen, in the **Show** field, select “Grade and Comment columns”, “Comments columns only”, or “All columns”.
2. Click in a comment cell. A binoculars button appears.
3. Click the binoculars button. The Comment screen appears.



4. If you have not yet awarded a grade to the student for the class, you can enter or select a grade in the **Grade Awarded** field.
5. If you know the numbers of the comments to add, select them in the **Comment Number** column. The corresponding comment text appears in the **Comment** column.
6. If you do not know the number for the comments to add, click **Select**. The Default Comments screen appears.



7. Select one or more default comments from the grid. To select more than one comment, press **CTRL** while selecting rows.
8. Click **Select**.

9. The comments print in the order they appear on the Comments screen. To change the order, you can select a comment row and click **Up** or **Down**.
10. To include the comment on the student's transcript, mark **Print comment on transcripts**. This is the same as if you marked the checkbox in the **Print Comment on Transcripts** column on a grade entry screen.
11. To include the comment on the student's report card, mark **Print comment on report cards**. This is the same as if you marked the checkbox in the **Print Comment on Report Cards** column on a grade entry screen.

**Note:** How comments are separated is set up in Grades Business Rules in *Configuration*, for example, by a carriage return or period.

12. To see how the comments will appear on the student's report card or transcript, click **Preview**.
13. To add the comments for the grade and return to the grade entry screen, click **OK**.

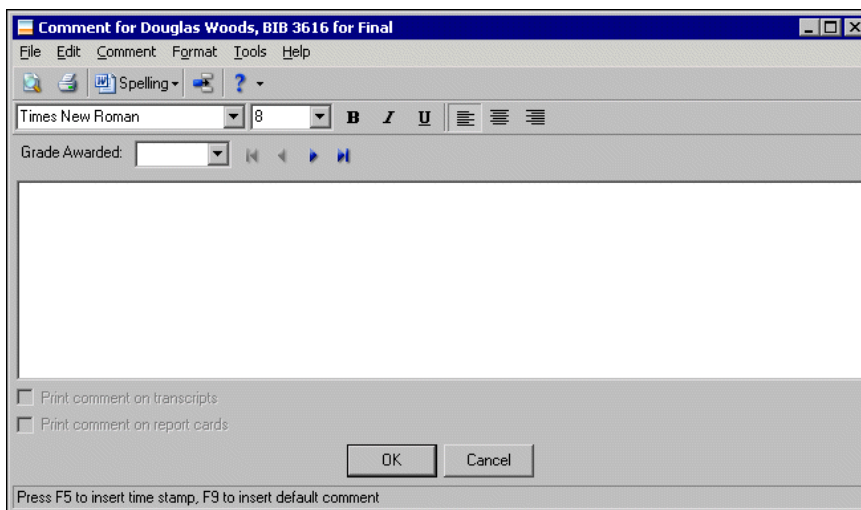
#### ► Adding free-form comments

These steps show you how to add grade comments when the corresponding academic year is set up for free-form comment entry.

1. On a grade entry screen, in the **Show** field, select "Grade and Comment columns", "Comments columns only", or "All columns".
2. Click in a comment cell. A down arrow button and binoculars button appear.

**Note:** Default comments are defined in Registrar Setup in *Configuration*.

3. To add a default comment to the marking column, click the down arrow button and select a comment from the list.
4. To open the Comment screen, click the binoculars.



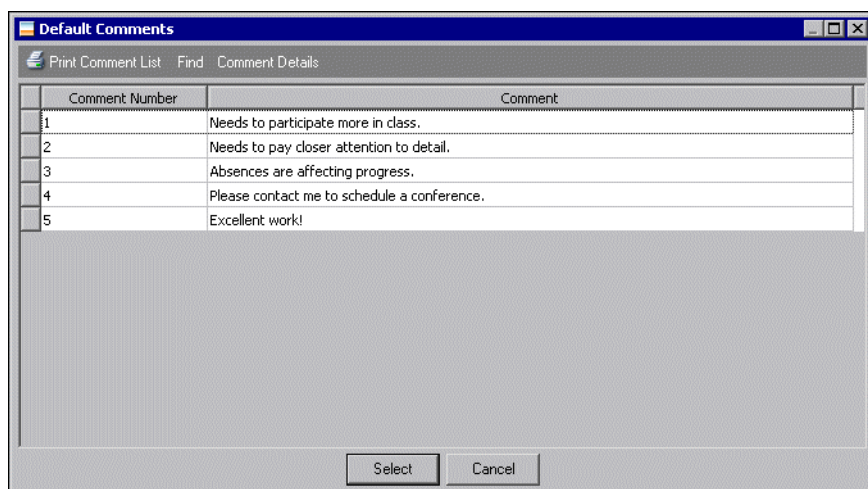
5. If you have not yet awarded a grade to the student for the class, you can enter or select a grade in the **Grade Awarded** field.

**Note:** To prevent formatting errors on report cards, do not copy and paste a comment into *Grades* unless its formatting is available in *Grades*. For example, do not paste comments with tables, superscripts, bulleted lists, or numbered lists.

6. Click inside the box and enter your comments. You can enter up to 7,700 characters.
7. To add a time stamp to the box, from the menu bar, select **Comment, Insert Time Stamp**. The date, time, and your login ID are added to the comment editing area.



8. You can also access default comments from this screen. From the menu bar, select **Comment, Insert default comment**. The Default Comments screen appears.



9. Select one or more default comments from the grid. To select more than one comment, press **CTRL** while selecting rows.
10. Click **Select**.
11. To spell check the comments you entered, select **Tools, Spelling** from the menu bar.
12. To search for a better word, select the word to replace and select **Tools, Thesaurus** from the menu bar.
13. To enter a comment for the next class taken by the selected student, click the right arrow button on the action bar. The title bar displays the name of the student and the class.
14. To include the comment on the student's transcript, mark **Print comment on transcripts**. This is the same as if you marked the checkbox in the **Print Comment on Transcripts** column on a grade entry screen.
15. To include the comment on the student's report card, mark **Print comment on report cards**. This is the same as if you marked the checkbox in the **Print Comment on Report Cards** column on a grade entry screen.
16. To add the comments for the grade and return to the grade entry screen, click **OK**.

## Adding Class Notes

You can enter notes about each class for each marking column, for example, providing detail about what students worked on in the class during that marking column. These class notes can be included on report cards and transcripts.

You enter class notes on the Notes tab of class records in *Scheduling* or in the gradebook in *Faculty Access for the Web*. For more information about class records, see the Class Scheduling chapter of the *Scheduling Guide*. For more information about entering class notes in *Faculty Access for the Web*, see the *User's Guide for Faculty Access for the Web*.

For information about including class notes on report cards and transcripts, see the Report Cards and Transcripts chapter of the *Mail Guide for Blackbaud Student Information System*.

## Viewing Grade Changes

**Note:** Grade changes are generated automatically.

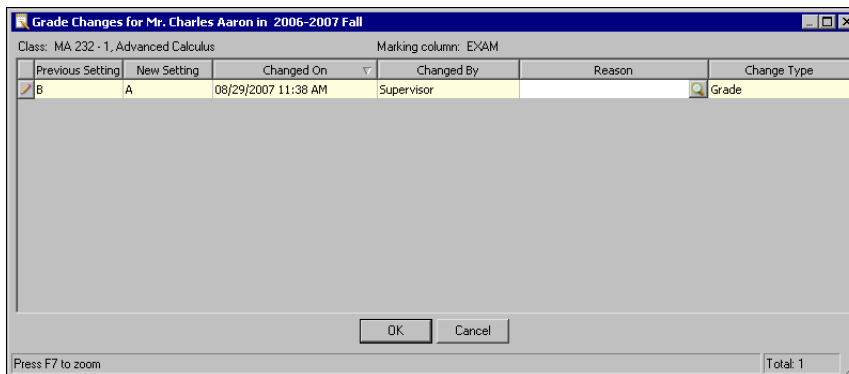
From any of the grade entry screens, you can view changes to grade records. Any time **Grade**, **Attempted Credits**, or **Awarded Credits** are entered or changed and saved, an entry is generated on the Grade Changes screen. However, if you delete any grade record you are also deleting the history of grade changes. Grade changes are recorded for both enrolled classes and other courses. Grade change entries can come from grade entry screens, grade calculations, **Post from FAWeb** in *Administration*, *Import*, student education record academic summary, course grading information, translation tables, grade type fields, and *Scheduling*.

Grade change fields are included in *Query* and *Export* to help determine which records changed, who changed them, and why the record was changed. For example, if you want to notify students by email of grade changes, you can use *Query* to find any student with grade changes last week. Then, you can use *Export* to send their grades to a *Netmail* email.

### ► Viewing grade changes

**Note:** If you made a grade change and **View grade changes** is not enabled, click **Save** and try again.

1. On a grade entry screen, in the **Grades** grid, right-click on a grade in the **Grade** column that has been changed, and select **View grade changes**. The Grade Changes screen appears.



**Note:** The grade change reason can include up to 255 characters.

2. Review the student's grade change information. In the **Reason** column, you can enter a reason for the grade change.
3. To close the Grade Changes screen, click **OK**. You return to the grade entry screen.

## Viewing Details for Students

From any of the grade entry screens, you can view all grades for a class taken by a student, including classes from which the student has withdrawn.

### ▶ Viewing details

1. On a grade entry screen, right-click on a row in the **Grades** grid and select **Details for student**. The Details screen for the student appears.

		Student Name	Ms. Kathryn Abbey	Enrollment Type	Regular				
		Academic Year	2006-2007	Repeat allowed?	No				
Grades									
View Grade Changes View Properties View Translation Table View Course Average Calculation									
	Grade	Attempted Credits	Awarded Credits	Use in Calculations	Print Grade on Transcripts	Print Grade on Report Cards	Translation Table	Course Average Calculation	Comr
MIDTERM	A			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	College		
EXAM	A-			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	College		
FINAL	A	3.0000	3.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	College		

Quality points: 11.

2. Use the **Repeat allowed?** field to specify whether or not a course can be taken for credit multiple times. This field is enabled only when a course record exists multiple times for a student. Course records must be considered enrolled, withdrawn, or historic in order for this field to appear.

Your selection in the **Course can be taken for credit multiple times** on the Grading tab of a course record determines the default value for this field. The program uses both the **Repeat allowed?** and **Course can be taken for credit multiple times** fields to determine appropriate calculations. For more information about available options for the **Course can be taken for credit multiple times** field, see “Adding Grading Information” on page 290.

3. To view grade properties, select a row and click **View Properties**.
4. To view the definition of a translation table, select a row and click **View Translation Table**.
5. To view the definition of a course average calculation, select a row and click **View Course Average Calculation**.
6. To close the Details screen, click **OK**.

## Drops, Withdrawals, and Transfers

When you drop a student from a class, you delete all attendance and grades for that student in that class. Any grades earned in the course do not affect the student’s GPA.

When you withdraw a student from a class, the student is marked as no longer enrolled in the class, but you retain all grades earned and attendance recorded. The grades earned can affect the student’s GPA and are printed on report cards and transcripts.

You can transfer a student from one section of a course to another section. When you transfer a student between sections, any grades recorded in the initial section remain with that section. Any new grades are recorded in the new section. On the grade entry screens, the **Class** column for the course displays both sections, separated by a comma. The grades for the classes appear in the same row, and any cumulative grades are calculated using grades from both sections.

Course	Class	Teacher	Mid-term Grade	Mid-term Comment	Final Grade	Final Comment
BIB 3616	1	Mr. Nathan David...	A		A	
COM 3420	1	Ms. Natalie Elizab...	B+		A-	
BIO 2113	2,1	Mr. Adam Steven...	A-		A	
EDU 3330	1	Mr. Norwood R R...	A		A	

You use Other Courses to record information about courses that a student transfers from another school. Any grades recorded for the course can affect the student's GPA and are printed on report cards and transcripts. For more information about Other Courses, see "Add Other Courses" on page 12.

## Hiding/Showing Marking Columns

Marking columns maintain and organize grade information. You can customize what marking columns appear by default on grade entry screens by marking and unmarking checkboxes in the box in the *Grades Entry tasks* section of the Grades page. You can also customize what marking columns appear by selecting **Marking Columns, Marking Column, <column to hide or show>** on the menu bar of the grade entry screens. If the column you select was hidden, this shows it; if it was showing, this hides it.

You can also select **Marking Columns, Show all marking columns** or **Marking Columns, Hide all marking columns** from the menu bar of the grade entry screens to show all or hide all marking columns.

## Running Calculations

Course average, GPA, performance, and rank calculations are defined in Registrar Setup in *Configuration*. You can run these in *Grades* by creating calculation parameter sets. A calculation parameter set contains information needed to run the calculation, such as the academic year, session, and marking column to which the calculation applies.

► **Creating a calculation parameter set**

1. On the Grades page, click **Run calculations**. The Run Calculations page appears.

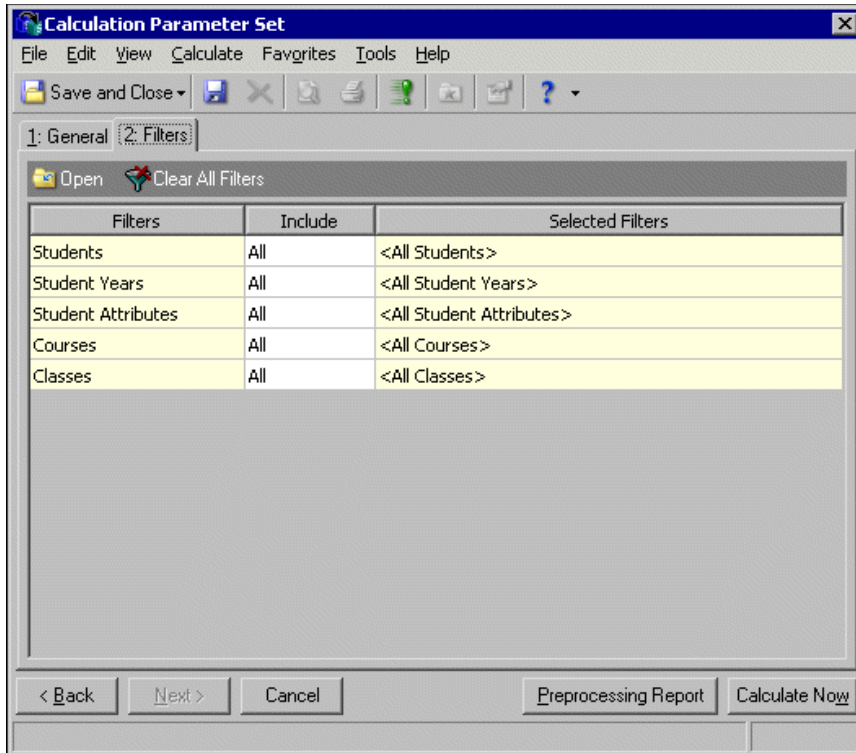


2. On the action bar, click **New Calculation Parameter Set**. The Calculation Parameter Set screen appears.

Calculate?	Calculation	Description	Values to Calculate
<input type="checkbox"/>	Unweighted GPA		GPA, YTD, Cumulative
<input type="checkbox"/>	Weighted GPA		GPA, YTD, Cumulative

3. In the **School**, **Academic year**, and **Session** fields, select the school, academic year, and session for which to define the calculation.
4. In the **Calculate** field, select the type of calculation to run. Your selection determines what appears in the grid in the **Include these calculations** frame.
5. In the **Marking column** field, select the marking column for which to run the calculation.
6. Mark the checkboxes in the **Calculate?** column for the calculations to include in this parameter set. Calculations are defined in Registrar Setup in *Configuration*. For more information about defining calculations, see the *Configuration Guide for Registrar's Office*.
7. In the **Print report on** field, select the printer on which to print the preprocessing and control reports.
8. To create an output query of all students included in the processing, mark **Create an output query of students with returned results**. This includes students with either calculated results or results returned by termination functionality.
9. If you are running a Course Average or GPA calculation, to create an output query of students with unsuccessful calculations, mark **Create an output query of students with exceptions**.
10. If you are running a Course Average or GPA calculation, to include the actual calculation used to calculate each student's results on the reports, mark **Show calculations for each student**.

11. If you are running a GPA calculation, you can mark **Run GPA calculations for degrees** to calculate GPAs for the requirements appearing on the Requirements tab of student records. The GPA calculation to use is selected in business rules. For more information, see “Degree Audits Business Rules” on page 149.
12. If you are running a GPA or Performance Categories calculation, you can mark **Include historical grades**.
13. If you are running a GPA or Performance Categories calculation, you can mark **Include outside school grades**.
14. If you are running a Ranks calculation, you can mark **Rank by year**.
15. Click **Next**. The Filters tab appears.

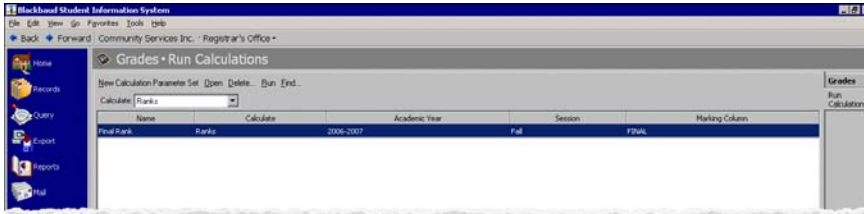


16. In the filters grid, you can filter the students to include. For more information about filtering, see the *Program Basics Guide*.
17. To review a preprocessing report before actually running the calculation, click **Preprocessing Report**. The report lists students whose calculations were performed successfully, those with exceptions, and a description of the exceptions.
18. To run the calculation, click **Calculate Now**.
19. The Save Calculation Parameter Set as screen appear so you can enter a name and description for this set, and specify whether other users can run or modify it. Click **Save**.
20. A message appears confirming you want to run the calculations. Click **Yes**. A progress indicator appears, showing the progress of the calculations. A control report appears after the calculation process.
21. Click the print button to print the report to the printer selected on the General tab.
22. Close the control report.
23. Return to the calculation parameter set and click **Save and Close**.

### ▶ Running calculations

These steps show you how to run a calculation from the Run Calculations page. You can also run calculations by selecting **Grades, Run calculations** from the menu bar on any of the grade entry screens, or by clicking **Calculate Now** on an open calculation parameter set.

1. On the Grades page, click **Run calculations**. The Run Calculations page appears.



2. In the **Calculate** field, select the type of calculation to run. Defined calculation parameter sets appear in the grid.
3. To narrow calculation parameter sets to only those you created, mark **Only show my calculations**.
4. Select a calculation parameter set from the grid and click **Run** on the action bar.
5. A message appears confirming you want to run the calculations. Click **Yes**. A progress indicator appears, showing the progress of the calculations. A control report appears after the calculation process.
6. Click the print button to print the report to the printer selected on the General tab.
7. Close the control report.

## Publishing Report Cards and Transcripts to the Web

If you have the optional module *NetClassroom*, a link to publish report cards appears on the Grades page. Also, if you have the optional modules *NetClassroom* or *Faculty Access for the Web*, a link to publish transcripts to the web appears. By publishing, you export a PDF file that can be viewed in *NetClassroom* or *Faculty Access for the Web*. *NetClassroom* users can view these report cards and transcripts if you enable the features when setting up *NetClassroom* in *Configuration*. To view transcripts in *Faculty Access for the Web*, you must have appropriate security rights to view grades in **Registrar's Office** student records. For more information about granting rights to features in *NetClassroom*, see the *Configuration Guide for Registrar's Office*. For more information about granting security rights, see the Administration Guide for Blackbaud Student Information System.

To avoid a processing error, do not publish report cards or transcripts while a user is accessing the information in *NetClassroom*. To prevent this possibility, disable the feature, publish the information from *Grades*, then enable the feature again.

From the Grades page, you can also remove published report cards and transcripts.

You create report cards and transcripts in *Mail*. For more information about creating report cards and transcripts, see the *Mail Guide for Blackbaud Student Information System*.

### ▶ Publish report cards to NetClassroom

1. On the Grades page, click **Publish report cards to NetClassroom**. The Select a Parameter File screen appears.
2. Select a report card and click **Select**.
3. The Publish screen appears, calculating the number of records to process.
4. When processing is complete, a screen appears showing the number of students with report cards published. Click **OK**.

**▶ Publish transcripts to the web**

1. On the Grades page, click **Publish transcripts to the web**. The Select a Parameter File screen appears.
2. Select a transcript and click **Select**.
3. The Publish screen appears, calculating the number of records to process.
4. When processing is complete, a screen appears showing the number of students with transcripts published. Click **OK**.

**▶ Remove published report cards**

1. On the Grades page, click **Remove report cards from NetClassroom**. The Select a Parameter File screen appears.
2. Select a report card and click **Select**.
3. The Publish screen appears, calculating the number of records to process.
4. When processing is complete, a screen appears showing the number of students selected in the report card parameter file, not necessarily the number of those students that had published report cards. Click **OK**.

**▶ Remove published transcripts**

1. On the Grades page, click **Remove transcripts from the web**. The Select a Parameter File screen appears.
2. Select a transcript and click **Select**.
3. The Publish screen appears, calculating the number of records to process.
4. When processing is complete, a screen appears showing the number of students selected in the transcript parameter file, not necessarily the number of those students that had published transcripts. Click **OK**.



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