



Step 1: Select a **Classroom**.

Step 2: Open **Gradebook**.

Step 3: In the far right of the top toolbar, click the three dots (**Actions**).

Step 4: Choose **Options** from the drop down list.

Step 5: Scroll down to **Gradebook Options**.

Step 6: Click **Load Default Codes**.

### Gradebook Options

Incomplete as 0" option this will allow the statuses of Missing and Incomplete to calculate as a zero. The code "DROP" is reserved for the "Auto Drop" feature. Removing this code will have no effect on existing student grades.

	Code	Status	% Value	Calc
X	A	Absent		
X	E	Excused		
X	I	Incomplete		
X	M	Missing		
X	P	Pending		

[Add Grading Code](#) [Clear Grading Codes](#)

[Cancel](#) [Save](#)

**A=Absent:** Used when student was absent for an assignment that they will not be expected to complete. The grade is not included in the students total and will not affect their overall grade. This code should only be left in the Gradebook in the Elementary grades. MS/HS teachers can use this code as a placeholder during the grading period, but should replace it with the appropriate E or M before finalizing grades.

**E=Excused:** Used when student is excused from the assignment. The grade is not included in the student's total and will not affect their overall grade.

**I=Incomplete:** Used when student's assignment (usually a larger project) is incomplete and will result in student getting an I on their report card which will later be replaced by a grade. Any assignment that will no longer be accepted should be changed from an I to the appropriate M or other grade before finalizing grades.

**M=Missing:** Used when student's assignment has not been submitted by the due date (with no acceptable reason such as illness). Teachers should make sure that the count missing and incomplete as zero option is activated. If set up correctly, the grade will be included in the student's total and will affect their overall grade. This code should be changed to a zero before finalizing grades.

**P=Pending:** Used when student was absent when an assignment was due and still has time to complete the assignment for full credit under handbook guidelines. Assignments marked with a *P* are not included in the students total and will not affect their overall grade. Any *P* assignment should be changed to the appropriate grade as soon as the student's work-makeup time has expired. The teacher may then change the grade following their personal late-work policy.

**Once grades have been entered into an assignment, it is important for every student to have a grade or a code.** The administration can search for codes, they cannot search for blank spaces! Blank spaces will affect a student's grade and must be searched for individually in each class.