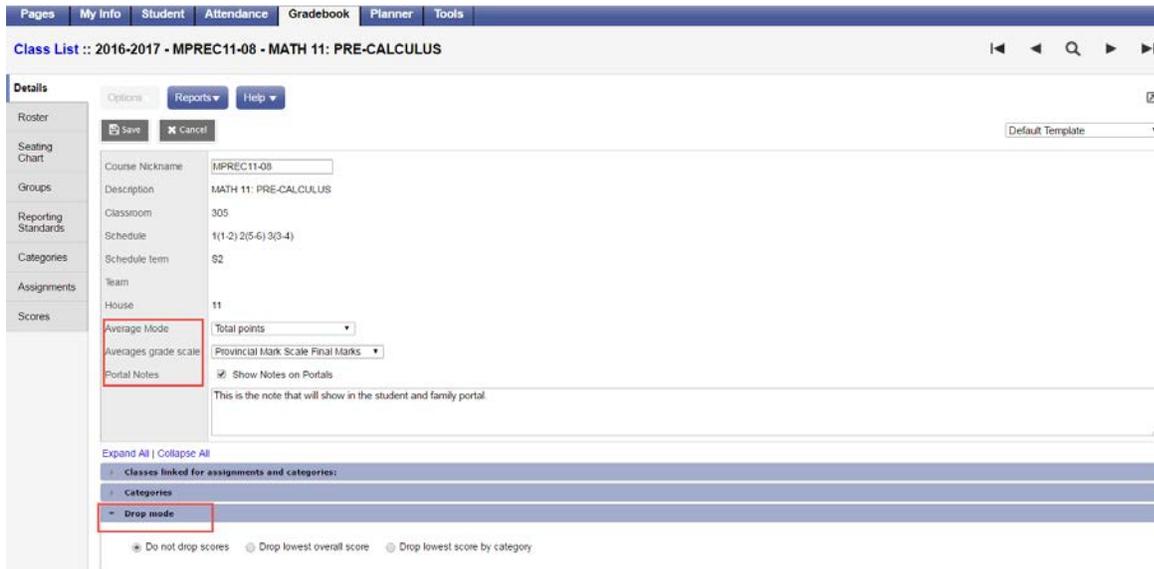


## 3.0 Gradebook > Details: Linking Classes, Grade Calculation Weights

A teacher can link his/her classes allowing them to create categories and assignments for one class which automatically add them to other classes linked to it.

### 3.1 Class Details

The class details screen provides the means to link classes and determine settings. At the bottom of the page are expandable sections for linked classes, categories, drop mode and grade calculation weights.



- In the **Average Mode** dropdown, teachers can override the averaging method they selected in Preferences.
- **Averages Grade Scale** can be changed from the default preference setting.
- **Portal Notes** allows the teacher to enter a comment about the class that will appear in the Student and Family portals.
- Expand the **Drop mode** at the bottom of the screen, do one of the following to determine if you want to drop the lowest scores for this class:

Select **Do not drop scores** if you do not want the system to drop any scores for this class. Select **Drop lowest overall score** if you want the system to drop the lowest score(s) for a term. Select **Drop lowest score by category** if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the **# to drop** column for each category, for each term.

### 3.2 Classes Linked for Assignments and Categories

- Go to **Gradebook** top tab > Select a class > **Details** side tab
- Review the information on the Details screen for the class selected.
- At the bottom of the screen, expand the section **Classes linked for assignments and categories**, click the Select button and select sections that are the same as the class you are viewing, and click OK.
- Enter a name for the group of linked classes. Click Save.

Linking classes enables the teacher to enter information for categories and assignments just once for each course. MyEducation BC will duplicate the categories and assignments for each of the linked classes.

The screenshot shows the 'Details' screen for a class in MyEducationBC. The class is '2016-2017 - MPREC11-08 - MATH 11: PRE-CALCULUS'. A 'Schedule Master Pick List' dialog box is open, showing a list of courses with columns for Course, Description, and Term. The list includes:

Course	Description	Term
MPOM-11-01	MATH 11: FOUNDATIONS OF MATHEMATICS	S2
MPREC11-01	MATH 11: PRE-CALCULUS	S2
MPREC11-02	MATH 11: PRE-CALCULUS	S1

A red arrow points from the 'Select' button in the dialog box to the 'Select' button in the 'Classes linked for assignments and categories' section of the main screen. Below the dialog box, the 'Classes linked for assignments and categories' section is expanded, showing a table with the following data:

Course	Description	Term	Schedule
MPREC11-01	MATH 11: PRE-CALCULUS	S2	1(3-4) 2(1-2) 3(5-6)

Below the table, there is a text input field for 'Enter a name for your linked sections.' with the value 'Linked sections Pre Cal 11' and a 'Select' button.

**Note:** Creating assignments for linked classes does not adjust dates or grade terms.

### 3.3 Grade Calculation Weights

Where school, grade preferences are set to **Allow editing of term weights by staff**, courses set up with calculated transcript definitions can be adjusted by teachers.

From the course details screen in the gradebook, in the lower block of the window teachers can change the calculation of the final mark by adjusting the weightings of the terms and/or exams.

The screenshot shows the 'Gradebook' tab in the MyEducationBC interface. The course details for 'MATH 11: PRE-CALCULUS' are visible. A table titled 'Grade calculation weights' is highlighted with a red box. Below it, a smaller table shows the 'Final Mark' calculation.

	Q1 Grade (Q1)		Q2 Grade (Q2)		School Exam 1 (Q2)	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	40.0	40.0	40.0	20.0	20.0

	Q1 Grade (Q1)		Q2 Grade (Q2)		School Exam 1 (Q2)	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	40.0	40.0	40.0	20.0	20.0

**Note:** School View > Grades > Grade Post Controls must have the dates for the final grade term “open” for weights to be adjusted.