Credit Recovery - Gradebook Setup and Grade Entry

08/13/2025 4:27 pm EDT

Gradebook Setup and Grade Entry

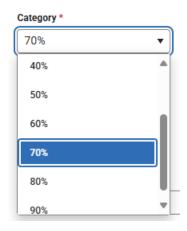*Navigation: Menu > Scheduling & Courses > Courses > Section Guest Grade Book*

OR

Navigation: Menu > Instruction > Grades > Grade Book

Create the Original Course Grade Assignment(s):

1. Ensure the **Term** chosen is one that the **Final Grade** grading task is masked to.

2. Click on **+Add** (teachers) or **Assignment** in the dropdown list under Add (for those in the Section Guest Grade Book).

3. Enter a **Title** indicating that this is the grade from the original course, such as Original Course, and which percentage of the final grade it is (same as the category). All fields can be left as default except **Category.** Choose the appropriate value from the **Category** dropdown for the original course.
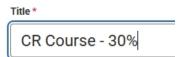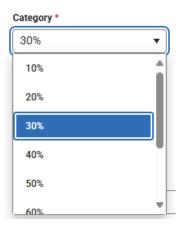

4. Click **Save.**

An assignment will need to be added for each unique percentage that the original course counts for each student enrolled in this section.

Create the Credit Recovery Course Grade Assignment(s):

1. Ensure the **Term** chosen is one that the **Final Grade** grading task is masked to.

2. Click on **+Add** (teachers) or **Assignment** in the dropdown list under Add (for those in the Section Guest Grade Book).

3. Enter a **Title** indicating that this is the grade from the credit recovery course, such as CR Course, and which percentage of the final grade it is (same as the category). All fields can be left as default except **Category.** For the category, choose the appropriate percentage from the category dropdown for the credit recovery course.

Title *

    CR Course - 30%

Category *

    30%   ▼
        10%
        20%
        30%
        40%
        50%
        60%

4. Click **Save.**

An assignment will need to be added for each unique percentage that the credit recovery course counts for each student enrolled in this section.

> **i** If a teacher is the primary teacher for many credit recovery courses, assignments can be added to multiple sections at once.

Entering Assignment Grades

Enter assignment grades as usual. Each student will only have 2 assignments: one that corresponds to the percentage of the original Course, and one that corresponds to the percentage of the Credit Recovery course. Once both assignments are graded, The In-Progress grade will show the final grade for the student for the credit recovery course. Grades will need to be posted at the end of the course, and then posted to transcript.

In-Progress				Categories						CR-20 Seq: 1.00 Due: 08/07 20% Points: 100	CR-30 Seq: 1.00 Due: 08/07 30% Points: 100	CR-40 Seq: 1.00 Due: 08/07 40% Points: 100	OC-60 Seq: 1.00 Due: 08/07 60% Points: 100	OC-70 Seq: 1.00 Due: 08/07 70% Points: 100	OC-80 Seq: 1.00 Due: 08/07 80% Points: 100
Points	Possible	Percent	Grade	20%	30%	40%	60%	70%	80%						
142	200	68.20 %	68			85.00 %	57.00 %							85	57
111	200	52.80 %	53	60.00 %					51.00 %	60					51
130	200	62.60 %	63		71.00 %		59.00 %				71			59	

Page 2