

## Teachers: Calculate Grades

**Introduction** This guide explains how to calculate grades on SuccessNet Plus.

To access the class gradebook, log in to SuccessNet Plus, select a class, and then click Student Performance in the Products and Classes channel.

The Gradebook may display a class average column if the feature is enabled in Grading Preferences. This calculates each student's current average for all class assignments.

### Using Gradebook to Calculate Grades

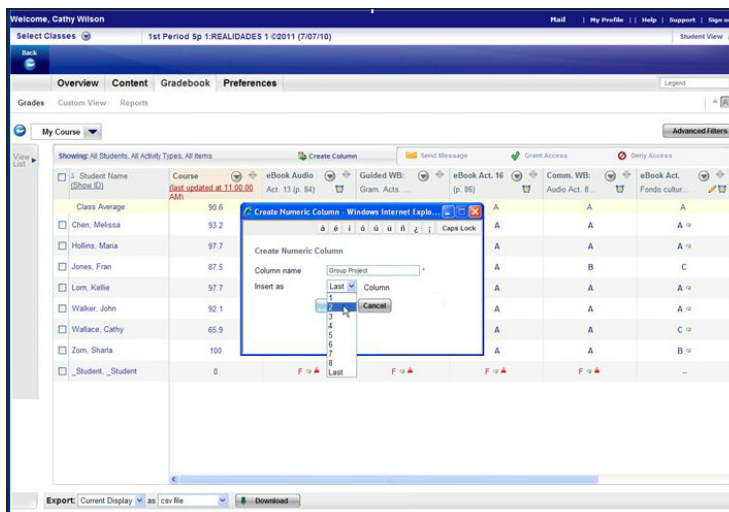
Here are a few important things to consider when using Gradebook to calculate grades:

- Every assignment in SuccessNet Plus appears as a column in Gradebook.
- Past due assignments count as a zero until the late submissions is accepted.
- Assignments requiring manual grading are not included in report calculations until all items are scored.
- Apply a Grade Schema to display letter grades rather than percentages or raw scores. Grade Schemas can be modified or removed at any time.

### Add Grades for Activities or Assignments

To add grades for activities or assignments completed outside of SuccessNet Plus, such as oral presentations or group projects:

1. Click **Create Column** to create a new column.
2. Select **Numeric**.
3. Name the column.
4. Select where to insert the column.



5. Click **Save**.
6. Click the assignment **Options** menu and select **Edit Grades**.
7. Enter the score or points earned out of the total number possible for all students or complete this for each student.
8. Click **Save**.

The strikethrough means that students will not see the grade column. To make the grade column appear for students, select **Release Column** from the **Options menu**.

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### **Display Grade Totals for Assignment Types**

1. Click **Create Column** to create a calculated column and select **Calculated**.
2. Name the column.
3. Select how the values in the each column should be calculated.
4. Check the activities to include in this calculation.
5. Click **Add**.
6. Click **Save**.
7. Complete this process for each assignment type that factors into the overall class grade.
8. Click **Create Column** to create a grade total column and select **Total Column**.
9. Name the column and decide where to insert the column.
10. Select the calculated columns or other grade columns that factor in as a percentage of the overall class grade.
11. Assign a percentage weight for each column so the values total one hundred.
12. Click **Save** to see the class grade for each student.
13. Revoke or release the Grade Total column to hide or display the column to students.