

Quick Start Guide for Developing an Assignment for Conduct Grades

This assignment is designed for those classes that start with "X" amount of points at the beginning of the grading period and lose points during the grading period for infractions, for example, Conduct grades.

First of all, make sure that the class is set up to be points based rather than percentages. Click on the **Update Class** tab found on the home page of each class. Make sure that you have chosen "Points" as the default setup for this class.

Scoring Method:	Points	✓
School:	Choose...	✓
School Term:	Percent	✓
	Points	✓

Class Information	
Public Name:	
Term Schedule:	
Period:	
Grading Scale:	
Teacher:	
Update Class	Gr

Now you can **create an assignment** for this class that is worth 100 points and call this assignment "Conduct Grade"

You can choose "**Conduct**" as the **Assignment Type** in the creation window.

Assignment Type:	Choose...
Possible Points:	Choose...
Extra Credit:	Quiz
Description:	Homework
	Project
	Participation
	Worksheet
	Test
	Classwork
	Conduct

Date Due	Assignment	Average
10/10	Test 1	88.46% A
10/1	Conduct Grade	100.00% A+
10/10	Test 2	88.46% A

Create Assignment | Assignments | All

Then you can use the "**Fill**" button to give all students in the class 100 points, so they all start off with a grade of 100%.

Name	Grade	Value	C
Conner, Sarah	100	100.0	✓
Dent, Stew	100	100.0	✓
Fin, Huck	100	100.0	✓
Philger, Brian	100	100.0	✓

Fill With:

Then, each day that you want to subtract points from a student, create a new assignment in the class and name it "Conduct 10-23-08" to specify the day of the infraction. Make this assignment worth "0" points. The students, who do not have an infraction, lose no points, so they would get a "0" for the day, thus maintaining the original "100" points. For the students who have lost points, record "-1" "-2", etc. to indicate how many points need to be subtracted. To speed up this process, use the **Fill button** to give all students a "0", then go back through the list and find the students who have lost points, and change to a negative number (-).

This would then take a point off of their final grade. (ex. 99 out of 100 instead of 110 out of 100).

Name	Grade	Value	Comment
Conner, Sarah	<input type="text" value="0"/>	0.0	<input checked="" type="checkbox"/>
Dent, Stew	<input type="text" value="-1"/>	-1.0	<input checked="" type="checkbox"/> disrupting class
Fin, Huck	<input type="text" value="0"/>	0.0	<input checked="" type="checkbox"/>
Philger, Brian	<input type="text" value="0"/>	0.0	<input checked="" type="checkbox"/>

Fill With:

The Assignment window also has a place for you to put a **comment** beside the grade, which would be visible to parents on LiveGrades.com