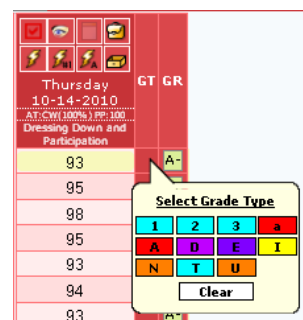


**When entering grades in the Gradebook, you have available a number of Grade Types.** Each Grade Type has a specific effect on how grades with those types are calculated in the Final Grade Calculation. At the bottom of the screen in the Lumen Gradebook, a list of available Grade Types along with a brief description is displayed for your reference.

Grade Types	
1	- Turned in Late (90% of grade entered)
2	- Turned in Late (75% of grade entered)
3	- Turned in Late (60% of grade entered)
a	- Absent (Turned in Late)
A	- Absent (excused until turned in)
D	- Drop (not included in final grade)
E	- Excused (not included in final grade)
I	- Incomplete (excused until turned in)
N	- Not Handed In (counts as 0%)
T	- Turned in Late
U	- Unexcused Absence (mandatory 0 for assignment)
L	- Lowest Grade Dropped by System ( <i>system</i> )
M	- Move In Grade ( <i>system</i> )

**To assign a Grade Type to a student's assignment grade:**

- click in the GT column of an activity in the Gradebook
- select the appropriate Grade Type from the pop-up
  - point at a GT in the pop-up for a handy screen tip that describes the Grade Type or refer to the legend at the bottom of the screen
- click the Clear button to cancel a previously assigned GT



**Detailed explanation of each Grade Type:**

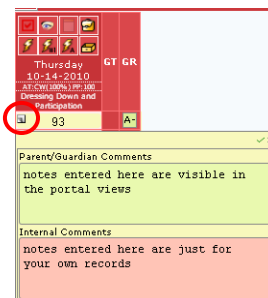
- 1** Turned in Late (90% of grade entered)
- 2** Turned in Late (75% of grade entered)
- 3** Turned in Late (60% of grade entered)

The first three Grade Types are designed to automatically deduct a percentage penalty when an assignment is turned in late. *Use these grade types with caution* – they are a bit deceiving.

For example, a student scores 100% on an assignment but turns it in late. Your policy is to only award 75% of the grade because it was not turned in on time. Enter the student's score as 100 and mark the Grade Type **2**. The grade will display in the Gradebook and on reports as 100 A+ but will only calculate into the final grade as 75%.

Instead of using these Grade Types, you might want to designate the assignment as **T** and enter the reduced points earned to accurately reflect the deduction for late work. In our example, you would enter 75 and **T** GT; the score will display as 75 C in the gradebook, on reports, and will also calculate into the final grade as 75%.

If desired, you can add a note to record the points earned and the deduction taken by clicking the 'note' icon.



- a** **Absent (Turned in Late)** Use this Grade Type to remind yourself that a student turned in an assignment late because they were absent on the day it was assigned or the day it was due. This type is just for your reference. It does not affect the grade entered.

- A** **Absent (excused until turned in)** Use this Grade Type when a student is absent. The assignment is excused until it is turned in and does NOT calculate into the final grade. When the student turns in the assignment, enter the grade and **remove the A Grade Type** or the grade will still not be calculated into the final grade. The **a** Grade Type is designed to let you designate a late assignment due to absence without it affecting the final grade calculation.

- D** **Drop (not included in final grade)** Use this Grade Type to drop an individual assignment grade from individual students. The grade will not be included in the final calculation. (A grade dropped by the system based on criteria for the entire class, will have a **L** Grade Type.)

**E**

**Excused** (not included in final grade) Use this Grade Type to excuse an assignment grade. The grade will not calculate in the final grade.

**I**

**Incomplete** (excused until turned in) Use this Grade Type to excuse an assignment until it is handed in if for some other reason than student absence.

**N**

**Not Handed In** (counts as 0%) Use this Grade Type to designate that the student should have turned in the assignment but didn't. The assignment counts as 0 in the final grade calculation. When the student does turn in the assignment, enter the grade and **remove the **N** Grade Type** or the grade will still not be calculated into the final grade. The **T** Grade Type can be used to designate a late assignment without it affecting the grade calculation.

**T**

**Turned in Late** Use this Grade Type to designate that an assignment was turned in late without it affecting the final grade calculation.

**U**

**Unexcused Absence** (mandatory 0 for assignment) High School policy requires that a student with an unexcused absence not be allowed to makeup missed work for the period of absence (see Student Handbook). Use this Grade Type to designate such an assignment. The grade calculates as 0 for the final grade regardless of any score entered in the cell.

**L**

**Lowest Grade Dropped by System** (system) This Grade Type is automatically assigned when you drop the lowest grade for an assignment type or marking period. For more information about dropping the lowest grade, see the [Drop Lowest Grade](#) help sheet.

**M**

**Move In Grade** (system) This Grade Type is automatically assigned when a Move In Grade is entered for a student. For more information about Move In Grades, see the [Grades for Transfer Students](#) help sheet.