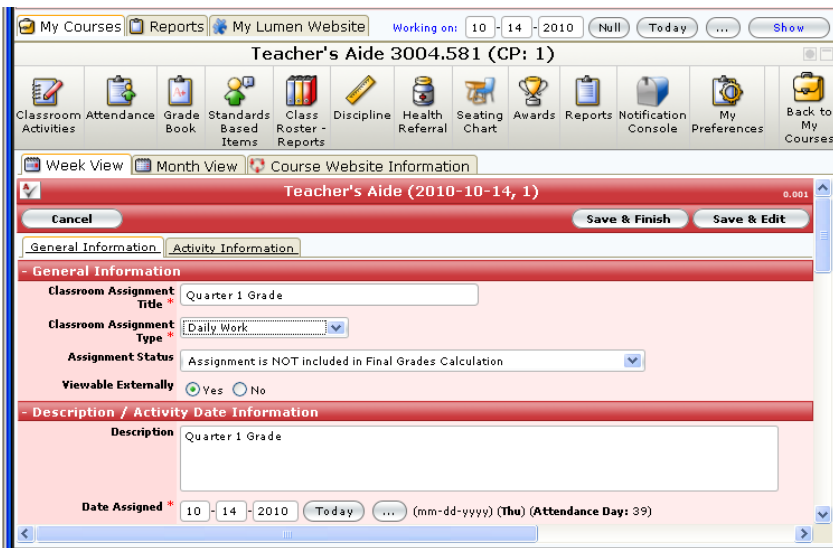


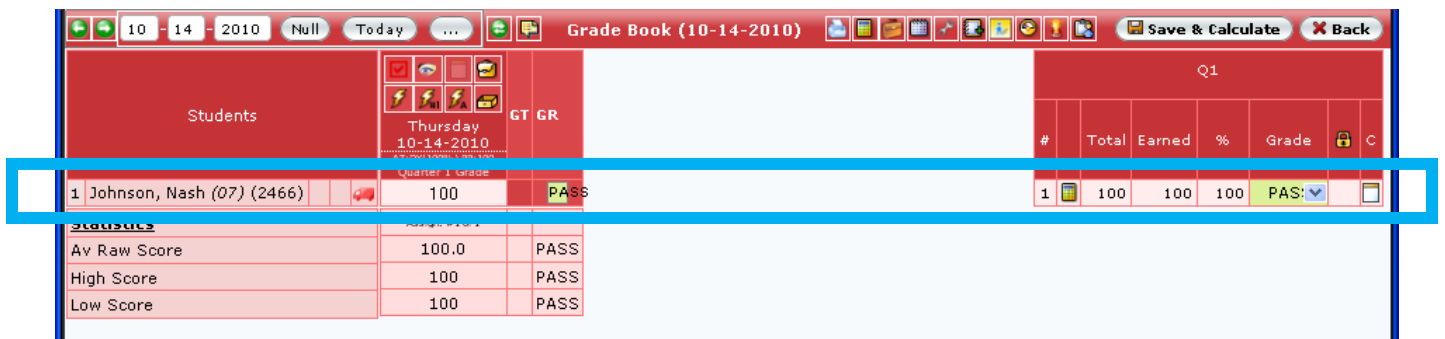
GRADES FOR TEACHER AIDES

If you have a teacher's aide assigned to you, you will need to give that student a grade each quarter. Follow these steps:

- In the Instructor Suite, you'll see a "class" listed for each period in which you are assigned a Teacher Aide. If you have several of these periods, you can group them together (see the Course Groupings Help Sheet).
- The Teacher Aide classes are set up as Pass/Fail instead of letter grades and will calculate the Pass/Fail automatically.
- In the Teacher Aide class, create one activity for the quarter grade. You can give it any name you choose and any Assignment Type. The rest of the options are just the same as any other activity.
- Due date can be any date during the quarter but the last day of the quarter might be the best choice so that a 'grade' isn't expected until the end of the quarter.
- Point value can be anything you choose; the grading scale is set up as:
100% = PASS anything less than 100% = FAIL



- Save the activity. If you had a 'group' of Teacher Aide courses, the activity will be entered in each course.
- Open the Gradebook and enter full points for the student's single assignment for PASS; enter anything less than full points for FAIL.
- Save and Calculate; the final grade column will fill in with the Pass/Fail final grade.
- That's it! Repeat for each class period in which you have an aide.



Students	GT	GR	Q1					
			#	Total	Earned	%	Grade	C
1 Johnson, Nash (07) (2466)			1	100	100	100	PAS:	
Statistics								
Av Raw Score	100.0	PASS						
High Score	100	PASS						
Low Score	100	PASS						