

Setting Up New Second Semester Courses

Have a new semester course that has appeared in your course list? Here's how to make sure the back end is set up properly. Once you complete these two steps, you should be able to make and copy assignments, and enter grades.

Select the course number from the **Term S2** list of courses in IC. Under **Instruction** on the left, click **Assignments**.

1) Edit Grade Calc Options

Click **Edit Grade Calc Options** above the Assignments list.

Make sure that the settings for the course look like the screen shot to the left.

9 WEEK should be set to **No Calculation**.

Semester 2 Average and **Course Average** should both be set to **Calculate in Progress Grade**; **Grading Scale** is **Numeric (Course)**; check **Weight categories**.

Once finished, click **Save** to return to the Assignments list.

The screenshot shows the 'Assignments' page with a table of calculation options. The table has columns for 'Term & Standard / Grading Task', 'No Calculation', and 'Calculate in Progress'. The 'Calculate in Progress' column has sub-columns for 'Grading Scale', 'Weight categories', and 'Use score's % value'. The 'FBAI' button is visible in the top right.

Term & Standard / Grading Task	Calculation Options	
	No Calculation	Calculate in Progress
Term S2 9 WEEK	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate in Progress Grade
Term S2 Semester 2 Average	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate in Progress Grade *Grading Scale: Numeric (Course) <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term S2 Course Average	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate in Progress Grade *Grading Scale: Numeric (Course) <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

2) Edit Categories

The grading groups (Categories) should appear as they do on the right.

Category	Course - Section > Task/Standard	Weight	Exclude	Drop Lowest (by Percent)
Formative	American L&Comp - 101 > Semester 2 Average	25.0	<input type="checkbox"/>	<input type="checkbox"/>
Summative	American L&Comp - 101 > Semester 2 Average	75.0	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	American L&Comp - 101 > Semester 2 Average	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you are missing a category, click **Create Category** to create it. **Formative** should have a weight of **25**; **Summative** should have a weight of **75**; **Work Habits** should have a weight of **0**. Additionally, **Work Habits** should have **Exclude this category from calculation** checked. Make sure the Course – Section number is checked, then check **Semester 2 Average**. Click **Save**.

If you have a duplicate category, you can delete one of the duplicates by clicking on the name of the category and clicking **Delete Category** from the menu above the **Category Detail** window. NOTE: if one of the duplicate categories shows multiple Course – Sections (because you have more than one semester course), do not delete it. Rather, delete the category that exists only in this course.

The screenshot shows the 'Category Detail' window with fields for Name, Weight, Sequence, and checkboxes for 'Exclude this category from calculation' and 'Drop Lowest Score (by Percent)'. The 'Grading Tasks' section shows a list of tasks with checkboxes, where '9 WEEK', 'Semester 2 Average', and 'Course Average' are checked.

Category Detail
GroupID
*Name: Formative / Summative / Work Habits
*Weight: 25/75/0
Sequence: 1
 Exclude this category from calculation
 Drop Lowest Score (by Percent)
Last Modified
Sections
Select sections for category placement. NOTE: Sections cannot be deleted.
Section: 10105s-101 American L&Comp
Grading Tasks
Select grading tasks to create assignments. NOTE: Tasks cannot be deleted.
Grading Task:
 9 WEEK
 Semester 1 Average
 Semester 2 Average
 Course Average