

Problem: What do the Special Codes mean in my Gradebook?

Occurs: when entering scores for assignments

Solution:

Special scores are codes that will tell your gradebook how to handle certain situations for students. Although they will not prohibit the gradebook from averaging a student's scores, but will display in place of the assignment grade. They should be used sparingly, and you should consider adding comments.

NOTE: You must go back and remove the special code when it no longer applies to the student.

Special Codes for 2009-10			
Code ^	Description	Count As Missing	No Count
*AD	Automated Drop Score	No	Yes
A	Absent	Yes	No
EX	Excused from Assign	No	Yes
GC	Guidance Center	No	No
HB	Homebound Student	No	No
HP	Homework Pass	No	Yes
INC	Incomplete assign	Yes	No
M	Modified Curriculum	No	No
NHI	Not Handed In	Yes	No
NWS	No Work Shown	Yes	No

“**Count as missing**” will add the assignment to the list of missing assignments for the student. This will be visible in Family Access.

“**No Count**” will remove the assignment from the student's term average, but will keep the grade in the gradebook.

- Absent – the student was not in class when the assignment was due.
- Excused from Assignment – the student had permission to not turn in the work
- Guidance Center – the student was assigned to ISS during the time of the assignment
- Homebound Student – the student was on extended leave from classes, but was still responsible for the assignment.
- Homework Pass – the student was excused from the assignment
- INC – the work was not completed on time; this must be made up asap
- Modified Curriculum – special circumstances for grading this student
- Not Handed in – the student has not handed in the assignment; **this would apply to late assignments as well**
- No Work shown – the student has the assignment, but has not progressed far enough for a score to be assigned.

All missing assignments MUST have a grade assigned before the gradebook will average the student's term grades.

Examples

1. A student does not hand in an assignment (given a NHI)

You must go in and assign a score (i.e., zero) for the missing assignment. Otherwise, the gradebook will not count the missing assignment against the student's term grade.

2. A student turns in a late assignment (given a NHI)

You must go in, remove the NHI code, and assign a score to the assignment. Otherwise, the student will not be penalized for his late submission.

3. A student does not complete his assignment before term end

You assigned the INC special code. You must go in, remove the code, and assign a score to the assignment for the gradebook to recognize the assignment is graded. NOTE: this will require contacting your registrar to clear the INC on the student's report card.