

NCWISE High School Gradebook Setup
Fred T. Foard High School

Before you begin setting up your preps, please verify the following information. Skipping these steps could result in a gradebook that does not calculate the way you think it should.

Overall Gradebook Setup/Options

- From the opening screen in NCWISE click on “**Setup Options**”
- Click “Preferences”
- On the left-hand side of the Options screen make sure the following are set properly:
 - **Mark Calculation Method = Total Points**
 - **Posting Type = Report Cycle**
 - The next three boxes determine how the gradebook will actually calculate grades
 - First box - Check **Use Assessment weights** if you give separate weights to individual assessments
 - Example - A chapter test may have a weight of “1”, but you want a unit test to count three times as much and assign a weight of “3” to it
 - If this is not how you grade, leave the box unchecked
 - Second box - Check **Use Assessment type weights** if you are a percentage grader
 - Example – Tests count 40%, Homework counts 20%, and so on...
 - If this is not how you grade, leave the box unchecked
 - Check the first and second box if you are a percentage grader and you weight some assignments in the same assessment type differently
 - Example – Tests count 40% of a students overall grade, but a unit test is weighted 3 times as much as a chapter test.
 - If you are a points grader, do **NOT** check either the first or second box in this section
 - Points graders do not make every assignment worth 100 points. Each assessment carries its own weight based on the number of points assigned.
 - Examples – A test that covered one chapter was worth 65 points, one that covered two chapters was worth 120 points. One homework assignment may be worth 10 points and another, more complex assignment may be worth 25 points.
 - Third box - Do **NOT** check **Use Category weights**
 - This allows you to essentially use two different grading schemes within the same course/level a handful of teachers (a few that teach Health & PE) use this function
 - **View Report Cycle Weights** box should be **checked**
 - **TAVG% Include Weight** should be Unchecked
 - Set **Default Order of Assessments by due date** to
 - **Ascending** if you want your most recent assessments to the far right on the spreadsheet (closest match to a paper gradebook).
 - **Descending** if you want your most recent assessments to the far left on the spreadsheet (closest to student names).
 - Set **Numeric Score Default** to **100**
 - Set **Failure Threshold** to **70**
 - Keep **Default Display Assessment** at **150**
 - Make sure **Delete Assessments at Year End** is Unchecked
- On the right-hand side of the Options screen under **Other Settings**:
 - **Allow Shared Access to Student Progress** = **checked**
 - **Rounding Marks** = **checked**
 - **Count Blank Marks as Zeros** = Unchecked

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To Add New Classes to an **Existing Prep** in NCWISE

Use this option only if you are **teaching the same prep this semester** and do not wish to make any changes to your previous grade setup.

- From the opening screen in NCWISE click on “**Setup Options**”
- Click “**Preferences**”
- Click on the “**My Preps**” tab at the top
 - Click on the name of the prep that you want to add your classes to
 - Click on the “**Detail**” button (bottom-center of screen)
 - Click on the “**Select Classes**” button (located middle-left)
 - Assign the class or classes to that prep **for the current semester only**, by placing a mark(s) in the “**Assign?**” column. Do **NOT** “uncheck” any of the other classes.
 - Click on the “**OK**” button
- Click on the **Save** icon and exit
- Repeat steps if classes need to be added to other preps

To Create a **New Prep** in NCWISE

Use this option if you are teaching a different prep this semester and/or you need to make any changes to your previous grading scheme.

- From the opening screen in NCWISE click on “**Setup Options**”
- Click “**Preferences**”
- Click on the “**My Preps**” tab at the top
 - Click on the “**Add**” button
 - Type a name for your prep in the “**Enter a Description of a Prep**” box (located in the *top-center* of your screen). Do this **FIRST**, then...
 - Click on the “**Select Classes**” button (located *middle-left*)
 - Assign the class or classes to that prep for the current semester only, by placing a mark(s) in the “**Assign?**” column. Do **NOT** “uncheck” any of the other classes.
 - Click on the “**OK**” button
- Information in the **Prep classes Report Cycles** area should already be filled in at this point and no changes are required
- Within the **Prep Category** area,
 - Type “**General**” in the box just below **Category**
 - Place a check in the box under **Default?**
- Within the “**Prep Assessment Types**” area
 - Click on the “**Add**” button
 - Place a check next to all of the assessment types that you will use for that prep
 - You must select at least one assessment type from the list of 10
 - You may choose as many additional types as you need
 - Click “**OK**”
 - If a box appears under **Weight** in this area
 - Place the percentage value in each box if you do use percentages in your grading scheme (ex. Tests = 40%, Homework = 20%, etc.). Use whole numbers – without the percentage sign.
 - If you are not a percentage grader you need to go back to the **Options** screen and remove the check next to **Use Assessment Type Weights**
 - Under the **Default assessment Type** area
 - Place a check next to one assessment type if you want the program to default that assessment type into the appropriate box every time you create a new assessment
 - Check none of the boxes if you want to choose the appropriate assessment type every time you create a new assessment
- Click on the **Save** icon and exit
- Repeat steps if additional preps need to be set up