

Create, Modify, and Remove Custom Marks

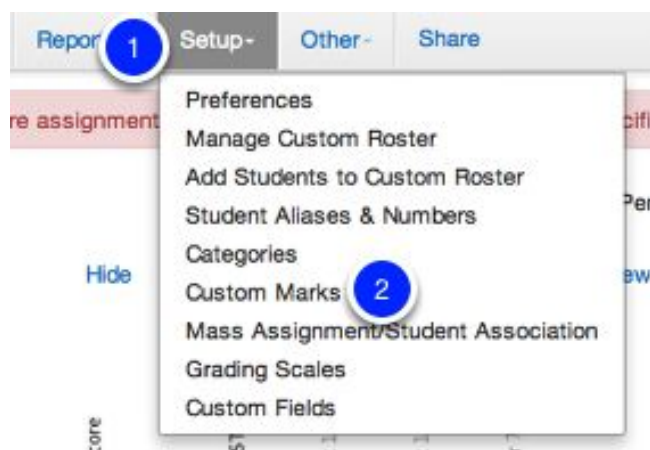
A Custom Mark is an optional character you may use to remember why the assignment grade is what you assigned. For example you may have a zero for a child's grade, but you entered "ab" as a custom mark which tells you that the child was absent on the day the assignment was administered. You can assign a value to what the "ab" means. In this lesson you will learn how to setup and use Custom Marks.

Note: The mark X is automatically a custom mark in our system that means the assignment is missing and worth 0 (zero) points. Though it does not show on this page, it can be used whenever you are entering custom marks in assignments since it is built into our programming.

Where to Start

Click **Gradebooks tab**, **My Gradebook**, click on any of your **Gradebook subjects**.

Setup Custom Marks



1. Click Setup.
2. Select Custom Marks.

Custom Marks

The screenshot shows the 'Custom Marks' interface. At the top, there are seven numbered callouts (1-7) pointing to various elements: 1. The 'Mark' input field containing 'L'. 2. The 'Value' input field containing '70'. 3. The 'Type' dropdown menu set to 'Percentage of Total'. 4. The 'Description' input field. 5. The 'Missing' and 'Excused' radio button groups, both with 'No' selected. 6. The 'Also Save This To' dropdown menu. 7. The 'Save' button at the bottom.

Mark	Value	Type	Description	Missing	Excused	Delete
L	70	Percentage of Total		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Also Save This To:

Some GradeBooks are not shown, saving this to Standards-based GradeBooks is not allowed

1. Add the mark you will type in as your custom mark. The letters are case sensitive. When you are entering data in an assignment, if you type it in capital letters but your mark is lowercase, it will not be recognized. If you alternate when you enter data on assignments, make sure you enter the mark twice, once lowercase and once in capital letters.

2. Determine what value you will assign to the mark.

3. The type drop down allows you to set whether you want the mark displayed as points or percentage of total. Points will assign the exact number to the custom mark when it is entered in an assignment. For example: The child received "ab" as the mark which is worth 0 points, so the child received a 0 as their grade for the assignment.

The Percentage of total will do a percent of whatever value the child's grade is on the assignment. For example: The assignment is worth 10 points, you assign the "L1" mark (as see in the screenshot) which means the child automatically received 9 points as their grade since they can only get 90% of the total.

4. Description (Optional)- Give this mark a description. (ie. L is Late)

5. You can also flag the mark as either missing or excused. Missing yes - means the assignment is missing and it will show in the missing assignments report under the reports tab in the GradeBook. Marking it as excused means it will not affect the overall grade.

6. Also save this to- Save this mark to be used in other gradebooks by selecting All Gradebooks, or individual ones by clicking in this box.

7. After you create one custom mark, click **Save** and then a new row will appear to add an additional custom mark. Continue this until all custom marks are added.

Custom Marks

Custom Marks

Mark	Value	Type	Description	Missing	Excused	Delete
L	70	Percentage of Total		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
		Points		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Also Save This To

Some GradeBooks are not shown, saving this to Standards-based GradeBooks is not allowed

Once save is clicked, a new row will appear to add additional marks. Also note that you can now delete any saved marks via the checkbox at right. Select the box and click Save.

Create, Modify, and Remove Custom Marks

A Custom Mark is an optional character you may use to remember why the assignment grade is what you assigned. For example you may have a zero for a child's grade, but you entered "ab" as a custom mark which tells you that the child was absent on the day the assignment was administered. You can assign a value to what the "ab" means. In this lesson you will learn how to setup and use Custom Marks.

Note: The mark X is automatically a custom mark in our system that means the assignment is missing and worth 0 (zero) points. Though it does not show on this page, it can be used whenever you are entering custom marks in assignments since it is built into our programming