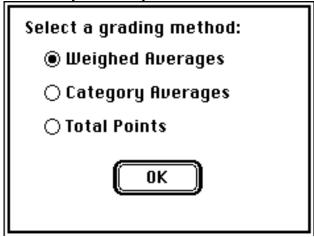
### Selecting a grading method

There are three different grading methods available. The grading method must be selected before any data may be entered.



### Weighted Averages

Each grade is weighted individually. The average is computed by multiplying each grade by its average, and dividing by the total of the weights. Extra credit may be assigned by entering the Extra Credit symbol in place of the weight. Each grade is scaled on a 0 to 100 basis.

#### **Total Points**

The final grade is determined by adding up all possible points.

#### **Category Averages**

Each grade is assigned to a category. The average is computed by first finding the average within each category, then multiplying these values by the category weights and dividing by the total of the weights. Extra credit may be assigned on a per-category basis by appending the extra credit symbol to the category letter.

This is the main spreadsheet window. After a cell has been selected, the information is entered in the top left corner. Selecting a numbered row or column header selects the entire row or column for editing.

Extra Credit is entered using the following symbols for the weight:

- \* : Add this grade to the total before dividing
- + : Add this grade to the average after dividing

<b>■□■■■■■■□■■□</b>							
		1	2	3			
		g 1	g2	g3	g1		
Bill		a	a	a+	С		
1	James	90	90	10	9	¢>	
2		100	100	5	10		
3	Lee Ann	85	М	М	М		
4	Bill Bill	90	90	10	9		
5							
6							
7							
8							
9							
10						닏	
11			00000000	00000000	NOON N	♡	
		$\Diamond$			口	日	

# Set Categories

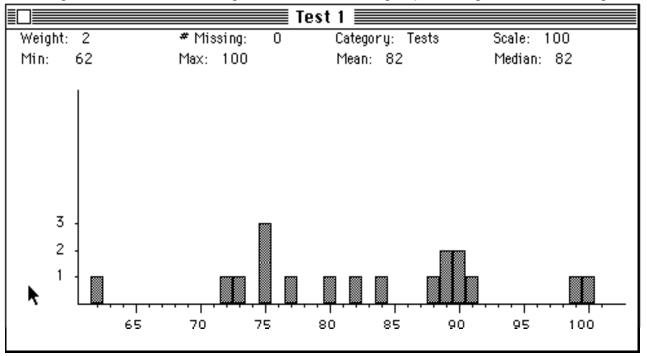
The ? column is the letter which will be entered into the spreadsheet.

The Description is used on the histogram.

Weight is the category weight, and Scale is the maximum value for this grade.

	Categories for Example File								
Н	Н								
?	Description	Weight	Scale						
H	Homework	1	100	仑					
D	Daily Classwork	1	100						
Q	Quiz	1	100	]					
Т	Tests	2	100	]					
				]					
				$\frac{1}{2}$					
	Total:	5		Ď					

Get Info
Selecting Get Info with a grade title or weight selected brings up a histogram of that grade.
Selecting Get Info with the average window active brings up a histogram of the averages.



# Set Grade Conversions

If the Use Grade Conversions preference is checked, the average will be printed using the information in the grade conversion chart.

Grade C	onversions:		Cancel OK
100	90	A	
89	80	В	
79	70	C	
69	0	F	