

# ThinkWave Administrator QuickStart Guide

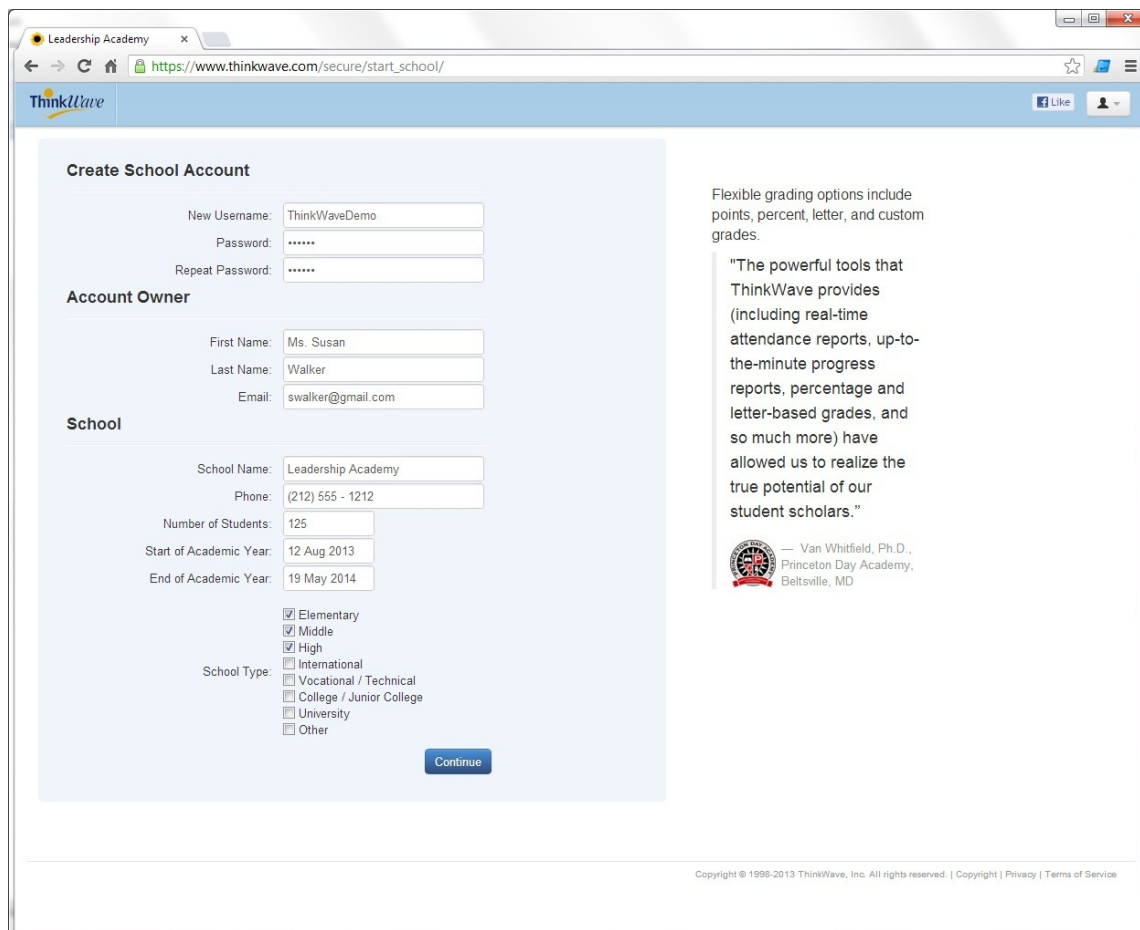
## Creating a New School

ThinkWave Administrator is a cloud-based application, which means that there is no need to install any software. All you need is a computer or mobile device with an internet browser. To start a school, go to [www.ThinkWave.com](http://www.ThinkWave.com) and click the Start School button.



## Startup Wizard

The first page of the wizard prompts you to select a username and password, add contact information, and select the start and end dates of the academic year. The username is the owner of the school account so consider a username that is generic, rather than personal.



The screenshot shows a web browser window with the URL [https://www.thinkwave.com/secure/start\\_school/](https://www.thinkwave.com/secure/start_school/). The page is titled "Create School Account" and is divided into three main sections: "Account Owner", "School", and "School Type".

**Account Owner**

- New Username: ThinkWaveDemo
- Password: [masked]
- Repeat Password: [masked]
- First Name: Ms. Susan
- Last Name: Walker
- Email: swalker@gmail.com

**School**

- School Name: Leadership Academy
- Phone: (212) 555 - 1212
- Number of Students: 125
- Start of Academic Year: 12 Aug 2013
- End of Academic Year: 19 May 2014

**School Type**

- Elementary
- Middle
- High
- International
- Vocational / Technical
- College / Junior College
- University
- Other

A "Continue" button is located at the bottom right of the form area.

On the right side of the page, there is a testimonial:

Flexible grading options include points, percent, letter, and custom grades.

"The powerful tools that ThinkWave provides (including real-time attendance reports, up-to-the-minute progress reports, percentage and letter-based grades, and so much more) have allowed us to realize the true potential of our student scholars."

— Van Whitfield, Ph.D.,  
Princeton Day Academy,  
Beltsville, MD

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## Startup Wizard II

The second page of the wizard lets you define your school's term structure.

Leadership Academy x  
https://www.thinkwave.com/secure/terms\_setup/

ThinkWave Like 17jan2013

Setup Terms and Subterms (Step 2 of 4)

### Your Term Structure

#1

- Two Semesters
- Two Semesters subdivided by Quarters
- Two Semesters subdivided by Quarters and Final Exams
- Three Trimesters
- Four Quarters
- Final Year Grade subdivided by Quarters
- Other (overlapping terms, custom schedules)

### Start and End Dates

Year: 12 Aug 2013 19 May 2014

#2


	Start	End	
Semester 1	12 Aug 2013	30 Dec 2013	Delete
Quarter 1	12 Aug 2013	21 Oct 2013	Delete
Quarter 2	22 Oct 2013	29 Dec 2013	Delete
Final Exam	30 Dec 2013	30 Dec 2013	Delete
Add Subterm			
Semester 2	31 Dec 2013	19 May 2014	Delete
Quarter 3	31 Jan 2014	11 Apr 2014	Delete
Quarter 4	12 Apr 2014	18 May 2014	Delete
Final Exam	19 May 2014	19 May 2014	Delete
Add Subterm			

Add Term

Continue

Easy-to-use setup and navigation allows multiple classes in one gradebook. Access is available from anywhere using PC, MAC, iPad, or iPhone.

"Coming from a previous grading system which was bloated with features we didn't use, we were looking for an efficient grading platform. ThinkWave, free of browser plug-ins and client software installs, is a perfect fit for us."

 — Andrew Ferree,  
Saint Vincent de Paul  
Catholic School, Salt  
Lake City, UT

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1. Select the choice that most closely matches the basic structure used in your school.
2. Adjust the names, start dates, and end dates of the terms and subterms.

When establishing the term structure, keep in mind that:

- Term grades can be thought of as Final Grades, and subterms as Progress Reports.
- Terms are included in student transcripts. Subterms are not.
- Subterms can be averaged together to calculate term grades.
- Terms and subterms can overlap, allowing for great flexibility, including rolling schedules, advanced grade calculations, and advanced tracking of student progress.

## Startup Wizard III

The third page of the wizard lets you add one class and define your school's final grade structure. This is the set of marks used for report cards and transcripts.

Leadership Academy x  
https://www.thinkwave.com/secure/class\_setup/

ThinkWave Like 17jan2013

Setup a Class and Grading (Step 3 of 4)

#1 Class Name (such as "Math" or "Reading 3rd Grade")  
Reading, 3rd Grade

#2 Final Grades for Your School (you can establish more grading scales later.)  
 Percentage  
 Grade

#3

	Minimum Percent	GPA Value	GPA Honors	Earns Credit	
A+	97.0	4.3	5.3	<input checked="" type="checkbox"/>	Delete
A	93.0	4.0	5.0	<input checked="" type="checkbox"/>	Delete
A-	90.0	3.7	4.7	<input checked="" type="checkbox"/>	Delete
B+	87.0	3.3	4.3	<input checked="" type="checkbox"/>	Delete
B	83.0	3.0	4.0	<input checked="" type="checkbox"/>	Delete
B-	80.0	2.7	3.7	<input checked="" type="checkbox"/>	Delete
C+	77.0	2.3	3.3	<input checked="" type="checkbox"/>	Delete
C	73.0	2.0	3.0	<input checked="" type="checkbox"/>	Delete
C-	70.0	1.7	2.7	<input checked="" type="checkbox"/>	Delete
D+	67.0	1.3	1.3	<input checked="" type="checkbox"/>	Delete
D	63.0	1.0	1.0	<input checked="" type="checkbox"/>	Delete
D-	60.0	0.7	0.7	<input checked="" type="checkbox"/>	Delete
F	0%	0.0	0.0	No	

Add Grade

Continue

Students and parents can access grades, track attendance, download homework, and turn in assignments online.

"ThinkWave has expanded how we are able to communicate with all of our stakeholders and in particular, with our students and their families."

— Van Whittfield, Ph.D., Princeton Day Academy, Beltsville, MD

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1. Type in the name of a class (or course, or section). You can add more later.
2. Select the final grade your school uses for this class.
3. Customize the final grades table for your school.

When establishing final grades, keep in mind that:

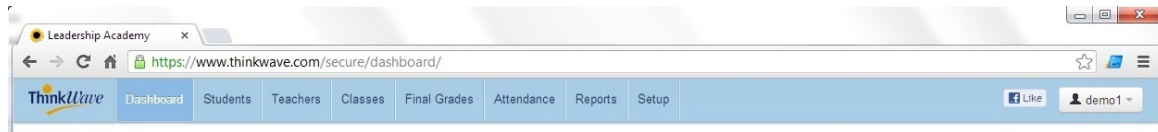
- You can establish multiple Final Grade scales for your school (e.g. Elementary and Secondary grade scales). You can add or customize them later in the Setup screen.
- You can assign different final grade types to different classes.
- These grade scales are just used for final grades (on report cards and transcripts). Teachers can define their own custom grade scales in their gradebooks to grade assignments in their classes.

## Startup Wizard IV

The final page of the wizard lets you add one teacher and several students to the class.

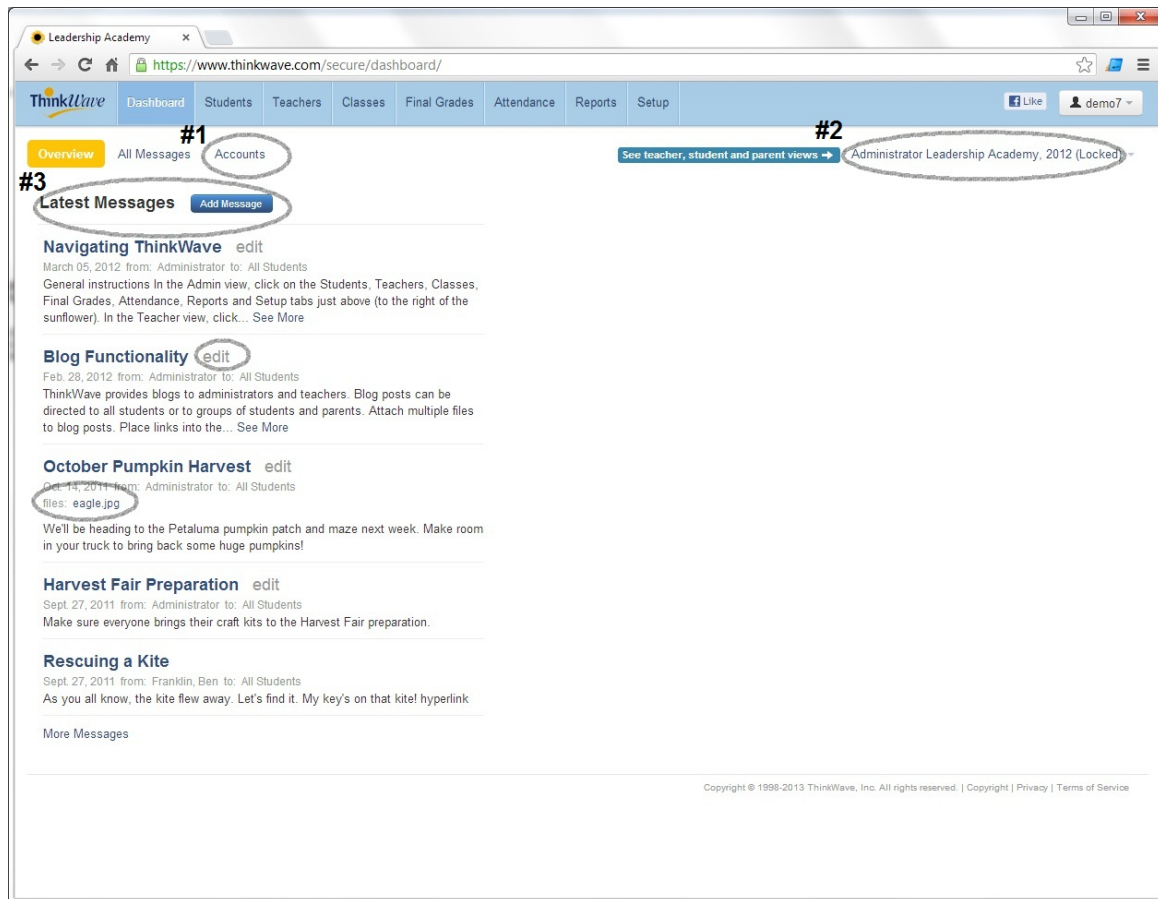
## Navigation Bar

The navigation bar is at the top of every screen in the application.



## Dashboard Screen

The Dashboard screen is the first item in the Navigation Bar. It lets you compose messages and upload files for students and parents, manage accounts, and navigate the application.



1. The Accounts view lets you add teacher, student, or parent views to your account.
2. The pull-down menu on the top right part of the screen lets you switch between various account and academic years.
3. Use the messaging functionality to post messages for teachers, students, and parents. Click Add Message to create new posts. Messages from administrators and teachers are automatically consolidated for students and parents.

# Managing Students, Teachers, Classes, and Enrollment

## Students

Open the Students screen by clicking Students in the Navigation Bar. Use this screen to add students, manage student data, manage enrollment, manage online access, and record custom fields.

The screenshot displays the 'Students' management interface in a web browser. The navigation bar includes 'Dashboard', 'Students', 'Teachers', 'Classes', 'Final Grades', 'Attendance', 'Reports', and 'Setup'. The 'Students' section is active, showing a list of students on the left and a detailed form for 'the Great, Alexander' in the center. The form includes fields for personal information, contact details, and enrollment options. Four specific areas are highlighted with numbered callouts: #1 points to the 'Add Student' button, #2 points to the 'Class Enrollment: enroll' dropdown, #3 points to the 'Connect' button under 'Student Online Access', and #4 points to the 'Lunch: Reduced' dropdown.

1. Click Add Student to add a student to the database.
2. Click Enroll to select which classes a student should be enrolled into.
3. Click Connect to email or print instruction sheets allowing a student to access Grades Online.
4. Record data for custom fields (also see: Setup | Groups & Custom Fields)

Other actions you can perform on the students screen include:

- Visit Account. This lets you see exactly what a student sees when the student logs into Grades Online.
- Edit a Student ID. The ID is used to maintain a link between student records from

year to year.

- School Enrollment: Change add and withdraw dates for the school or for individual classes to preserve recorded attendance records.

## Teachers

Open the Teaches screen by clicking Teachers in the Navigation Bar. This screen is similar to the Students screen.

## Classes

Open the Classes screen by clicking Classes in the Navigation Bar.

The screenshot shows the ThinkWave 'Classes' screen. The navigation bar includes 'Dashboard', 'Students', 'Teachers', 'Classes', 'Final Grades', 'Attendance', 'Reports', and 'Setup'. The main content area is titled 'Class Info' and contains a form for adding a new class. The form includes fields for Course, Credits, Final grade, Honors, Exclude, Section, Teacher, Location, Terms, Schedule, and Graded skills. A list of students is shown under the 'Enrollment' section, and a 'Visit Class' button is visible. The form has 'Delete', 'Add Section', and 'Save' buttons at the bottom. Eight numbered callouts (#1 through #8) are placed over the interface to highlight specific features: #1 points to the 'Add Class' button; #2 points to the 'enroll' link in the enrollment list; #3 points to the 'Final grade' dropdown; #4 points to the 'Terms' checkboxes; #5 points to the 'Schedule' dropdowns; #6 points to the 'Graded skills' checkboxes; #7 points to the 'Add Section' button; and #8 points to the 'Visit Class: Login' button.

1. Click Add Class to add a new class to the database.
2. Click Enroll to select the students that will be enrolled in the class.
3. The Final Grade selector lets you customize what type of mark (or percentage) is output on report cards and transcripts (see Setup | School's Final Grade Scales to manage marks).
4. Select one or more Terms for the class, depending on if the class lasts a full year or a partial year (see Setup | Schedule to manage terms).

5. Schedule lets you define which period the class meets on each day of the week (see Setup | Schedule to customize periods and other advanced scheduling options).
6. Graded Skills let you record final marks for multiple dimensions, including state standards (see Setup | Graded Skills to manage skills).
7. If you have a single Course, and would like to add multiple Sections to the course, use the Add Section link. Information associated with the Course (name, credits, final grade, honors, and exclude, graded skills) will remain the same for all sections. Data that is specific to each section includes section name, teacher, location, terms and schedule.
8. Visit Class provides a shortcut for an administrator to quickly access the teacher's gradebook for a particular class.

# Managing Final Grades and Attendance

## Final Grades

The Final Grades and screen automatically combines data from teacher gradebooks and the administrator view to provide a final result. It lets you view students' final grades and teacher comments in real-time, as well as record override grades and comments.

The screenshot shows the ThinkWAVE Final Grades interface. The navigation menu on the left includes 'FINAL GRADES' and a dropdown menu for '1st Quar'. The main content area is titled 'Biology I Franklin, Ben' and displays a table of student grades. The table has columns for 'Student', 'Teacher Marks', and 'Administrator Override'. The 'Administrator Override' column has 'Grade' and 'Comment' sub-columns. A 'Save' button is visible at the top right of the table. At the bottom, it says 'Teacher Marks are: Not Locked' with a 'Save' button. Four red circles highlight specific elements: #1 points to the '1st Quar' dropdown, #2 points to the 'By Student' tab, #3 points to the 'Administrator Override' column headers, and #4 points to the 'Teacher Marks are: Not Locked' status.

Student	Teacher Marks	#3 Administrator Override	
		Grade	Comment
Adams, John	A- Much better than the other Adams.	F	
Churchill, Winston	A- Smoked cigar at times in class. Was told to take it outside.		
Hamilton, Alexander	A- Class treasurer.		
Jackson, Andrew	A- Transferred out of state.		
Lincoln, Abraham	A- The great emancipator.		
Ptolomey, General	B Moved to Egypt.		
the Great, Alexander	B+ Took over the whole class.		
the Great, Peter	B Built a sailing ship.		

1. Use the term selector to choose which term's grades you wish to view.
2. The By Student tab lets you view a student's grades for all classes and all terms in one view.
3. The Administrator Override column lets an administrator record grades and comments. In cases where a teacher is not using the online gradebook, this provides a mechanism for entering data for report cards and transcripts. If there is a corresponding teacher grade or comment, the Administrator value overrides the teacher mark.
4. When teachers submit final grades, they can mark the grades as Locked. This status is reflected in this area. An administrator can unlock the grades if required.



## Attendance

The Attendance screen lets you record students' attendance and access teacher attendance marks in real-time.

The screenshot shows the ThinkWave Attendance interface. On the left, a calendar for June 2011 is visible, with the date June 30 selected (marked #1). The main navigation bar includes tabs for Dashboard, Students, Teachers, Classes, Final Grades, Attendance (selected), Reports, and Setup. Below the navigation, there are tabs for 'By Day' (selected, marked #2), 'By Student', and 'By Class'. The main content area displays a table for June 30, 2011, with columns for Student, Calculated (marked #3), Override (marked #4), and Details. The table lists students and their attendance status, with an override dropdown menu open for Andrew Jackson, showing options like Absent Exc., Field Trip, Present, Tardy, Tardy Excused, and Present.

Student	Calculated	Override	Details
Adams, John	Absent	Present	
Churchill, Winston		-----	
Grant, General			
Hamilton, Alexander	Absent	-----	
Jackson, Andrew	Absent	Absent Exc.	
Lincoln, Abraham	Tardy	-----	
Niebles, Cynthia		Absent	
Ptolomey, General	Absent	Absent Exc.	
the Great, Alexander	Absent	Field Trip	
the Great, Peter		Present	
		Tardy	
		Tardy Excused	
		Present	

1. Use the calendar controller to select the day for which you want to record attendance.
2. The Day, Student, and Class tabs provide different aspects of attendance.
  - a. The Day view shows attendance that is calculated with user-defined rules.
  - b. The Student view shows attendance for all of a student's classes.
  - c. The Class view shows attendance for all the students in a class for the day.
3. The Calculated value is the result based on the values recorded by teachers and administrators for a student's classes. The default rule is, "If a student gets Absent mark in any class, the student is Absent for the day."
4. The override column lets an administrator record attendance manually, or override a calculated value.

Other aspects to keep in mind with Attendance:

- Day Attendance calculation rules are defined in Setup | Daily Calculations. You can

have multiple summary calculations (first half-day, second half-day). Rules can be customized to trigger off time (misses more than 100 minutes), periods (misses more than two periods), percentages (missed more than half of the day), etc. This functionality is very powerful and flexible, and if you need help getting the rules established, contact ThinkWave - we'll help you.

- Attendance for sections can be configured to record minutes missed (e.g. a student is tardy for 15 minutes or departed 20 minutes early) in Setup | Marks
- You can change if Staff or Admin marks take precedence in Setup | Staff/Admin Precedence

## Reports

The Reports screen has a list of reports that you can generate in PDF format. Many of the reports can be customized to match your exact needs. You can customize report headers with your school logo, or configure reports for preprinted letterhead.

### Add a Logo

To include a logo:

1. First upload a logo file using Reports | Logo. The image size should be 120px height and 180px width or smaller before uploading. Please test-print the image in advance of uploading to ensure it prints clearly. Often, a clear grayscale image works best.
2. Select Reports | Header | Include Logo

### Print on Letterhead

1. Go to Reports | Header.
2. Select the Suppress Header option.
3. In the Blank Space field, type the number of inches of blank space needed for the letterhead.

# Report Card (or Progress Report)

Access the Report Card setup screen by clicking on Reports | Report Cards. This screen contains a vast number of customization options to handle any kind of a grading system.

The screenshot shows the 'Report Card' configuration page in the ThinkWave system. The page is titled 'Customize this report' and includes a 'Generate' button. The configuration is divided into several sections:

- Configure #1:** A 'Generate' button.
- Style #2:** A dropdown menu for 'Report title' with 'Report Card' selected. A circled annotation #2 points to this dropdown.
- Layout orientation:** A dropdown menu set to 'Portrait'.
- Grades Block:** A section for selecting terms and including various data points.
  - Select Terms:** A list of checkboxes for terms like '1st Quar', '2nd Quar', 'Final', '1st Sem', '3rd Quar', '4th Quar', 'Final', and '2nd Sem'. A circled annotation #3 points to the 'Include skills' checkbox.
  - Include skills #3:** A circled annotation #3 points to the 'Include skills' checkbox.
  - Include student address #4:** A circled annotation #4 points to the 'Include student address' checkbox.
  - Include grade level #4:** A circled annotation #4 points to the 'Include grade level' checkbox.
  - Include comments #4:** A circled annotation #4 points to the 'Include comments' checkbox.
  - Include GPA #4:** A circled annotation #4 points to the 'Include GPA' checkbox.
  - Bold class names #4:** A circled annotation #4 points to the 'Bold class names' checkbox.
- Attendance:** A section for configuring attendance reporting, including checkboxes for 'Present', 'Absent marks', 'Absent unexcused marks', 'Absent excused marks', 'Tardy marks', 'Tardy unexcused marks', and 'Tardy excused marks'.
- Include custom fields:** A list of checkboxes for fields like 'Citizenship', 'Instrument', 'Lunch', 'Position', 'Student Locker', 'Uniforms', and 'Varsity'.
- Add custom text #5:** A text area for adding custom text. A circled annotation #5 points to the text area. The text area contains a table of data and a signature line.

ACADEMIC	EFFORT	CONDUCT
A+ 98-100 C+ 77-79	4 Outstanding	4 Shows Self-Discipline
A 94-97 C 73-76	3 Satisfactory	3 Leads Others Positively
A- 90-93 C- 70-72	2 Improvement Needed	3 Shows Self-Discipline
B+ 87-89 D+ 67-69	1 Unsatisfactory	2 Needs Reminders for Appropriate Behavior
B 83-86 D 66-63		1 Often Acts Inappropriately
B- 80-82 D- 60-62		
F 59 or BELOW		

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- You can use the following markup:** A section providing instructions for using HTML markup like <u></u>, <del></del>, <font size=10></font>, and <br />.
- Options #6:** A section for additional options, including a 'Keep together' checkbox and a 'Font style' dropdown menu. A circled annotation #6 points to the 'Font style' dropdown, which is set to 'Fixed, Large'. Below the dropdown, it says 'Applies to Custom Text. Fixed fonts let you line up columns.'

1. Single Term / Multi-term: Single-term format is limited to one term (e.g. First Quarter), while multi-term lets you choose one or multiple terms. The multi-term format uses smaller fonts, and the comment section is below, rather than adjacent to the final grades, making it better able to handle long comments.
2. Report Name: The default name is "Report Card". For progress reports, simply rename it to 'Progress Report', or 'First Marking Period', or whatever is most appropriate.
3. Include Skills: This powerful option lets the report card act as a standards-based or elementary-style report. Graded skills (as defined in the Classes view) are included for each class, along with the final mark recorded by the teacher or administrator. To omit a skill from a report, select Setup | Graded Skills | {{select skill}} | Exclude from report card
4. Include Comments: Includes teacher or administrator comments, as seen in the Final Grades screen, in the report card. If there are both Teacher and Administrator comments, only the Administrator comment will be displayed. Comments can be as long as 5000 characters. For long comments, the Multi-term format is best. Comments can be included for final grades as well as graded skills.
5. Custom Text: Lets you include custom text, such as policies, grade scales, signature blocks, etc at the end of report cards. Use Fixed fonts (#6) if it is important for text to line-up vertically, or Variable fonts for paragraphs of text. Large fonts match the single-term report style, and small fonts match the multi-term style.

## Transcripts

Transcript reports span multiple years for a student and are configured in Reports | Transcript.

- To add data for a student's previous years, create a previous year using Setup | Rollover | Direction | Roll backward to previous year. This moves students from the current year into an earlier year, and lets you enroll them into their previous classes, and add grades that are included in the final transcript. You can choose which students should (and should not) be copied.
- To keep certain grade levels from being included in a transcript, click Setup | Grade Levels | {{select grade level}} | Exclude from Transcript
- To keep terms from being included in a transcript, click Setup | Schedule | {{select term}} | Exclude from Transcript
- To keep classes from being included in a transcript, click Classes | {{select class}} | Exclude
- Extra Fields can be used to add additional information such as test scores, class standing, etc. These are configured in Setup | Groups & Custom Fields

## Online Access for Teachers, Students, and Parents

Teachers can login to ThinkWave to use their gradebook, post messages for students and parents, submit grades and record attendance. Students and parents get custom view of all their data, including upcoming assignments, assignment results, grades, attendance, and messages from administrators and teachers.

### Invite Teachers, Students, and Parents

To invite by email, go to the Students or Teachers screen.

1. Click the Connect button below the Online Access section.
2. Type the email address, customize the text if needed, and click Send.

An email message will be sent with instructions and a link to access their account.

Other methods to invite teachers, students, and parent to access their online account include:

- To invite multiple people by email, go to Setup | Online Access | Invite. Check all the people you want to invite, then click Email Selected.
- To print paper handouts, go to Reports | Login Instruction Sheets, and give printed invitations to people directly.

### Messages and Sharing Files

Administrators can post messages and files, such as school schedules, permission slips, and more. Students and parents will see these messages when they login to Grades Online, and when they receive email summary reports.

- Click Add Message in the Dashboard view.
- Set the Date, and recipients.
- Select if the message is public or private.
- Use the rich text editor to write the message.
- To post files, click Add a File Attachment when you create a message. You will be prompted to upload the file that will be available for students and parents.
- Use Setup | Files to see which files have been uploaded and to delete files.

# Teacher Gradebook

The teacher gradebook provides an interface to manage assignments and results, as well as establish advanced grading options to calculate grades. It is seamlessly integrated with the admin system, so classes, enrollment, final grades, and attendance are automatically shared.

## Gradebook Overall View

The main screen in the Gradebook view provides a grid for recording and automatically calculating student grades.

The screenshot shows the ThinkWave Teacher Gradebook interface. The main grid displays student grades for various assignments. The grid is organized as follows:

	Final	Addition by 3 digits 30 Jun, Thu Quiz 10 points (1x)	Pop Quiz 1 Jul, Fri Quiz 15 points (1.5x)	Homework 4 Jul, Mon Homework 20 points (2x)	Home Project 5 Jul, Tue Project Letter Grades (1x)	Paper 1 Aug, Mon Homework Pass / Fail (1x)
Adams, John	92.2	8.0	15.0	13.2	A+	PASS
Churchill, Winston	90.8	8.0	14.0	19.0	B+	PASS
Hamilton, Alexander	91.2	7.0	13.0	20.0	A	PASS
Jackson, Andrew	88.5	9.0	14.5	20.0	B	FAIL
Lincoln, Abraham	92.4	10.0	15.0	19.0	B-	PASS
Ptolomey, General	85.7	9.0	10.0	15.0	A	PASS
the Great, Alexander	87.7	8.0	9.0	19.0	A+	PASS
the Great, Peter	84.3	8.0	14.0	14.0	B-	PASS
Quick fill:						

1. Click the Add Assignment button to create a new test, assignment, or activity.
2. Click the name of an assignment to edit or delete the assignment.
3. Click inside any grid cell to record a grade for an assignment
4. The ThinkWave grading engine can handle various grade types, including points, percents, letter grades, pass/fail, complete/incomplete, and custom types.
5. Click in the Quick Fill row to mark all ungraded students with a grade.

## Add and Edit Assignment

The Edit Assignment screen lets you create new assignments and modify existing assignments.

Leadership Academy x  
https://www.thinkwave.com/secure/task\_edit/agg0aGlua3dhdmUzchwLEgRZZWFyGI-qhwQMCxIHU2VjdGlvbhi5IAEM/agg0aGlua3dhdmUzchsLEgRZ

ThinkWave Dashboard Gradebook Attendance Reports Setup Like demo2

Edit Save

Assignment for Biology I, 1st Quar (30 Jun 2011 - 25 Sep 2011)

Name: #1 Home Project #4  Extra credit

Type: #2 Project #4  Allow students to turn in assignment online

Date: #2 5 Jul 2013 #5 Attachments Add

Grade: #3 Letter Grades

Weight: 1.0 1 = Normal 2 = Double .5 = Half

Description:

Create two endings for movie shown in class.

Also used in:  I & II Corinthians  Social Studies 2

Delete Save

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1. Assignment Type can be used to organize tasks into Homework, Tests, Projects, or custom types. If Use Assignment Type Weighting is enabled in the grading options for a class, then this selector defines to which grade category this task belongs. Custom assignment types are managed in Setup | Assignment Types
2. Assignment Date controls what term an assignment is a part of. An assignment will be applied to the grade calculation for the term (or even multiple overlapping terms) that include the assignment date. If an assignment date is outside of all graded terms, the assignment is considered to be orphaned, and will not apply to any grade calculation until it is move into a graded term.
3. The Grade controller defines what grade can be assigned for this assignment It is related to the Weight or Points controller below.
  - a. If a task is graded by Points, assign a point value.
  - b. If a task is graded by any other method, a weight must be assigned. A weight of 1.0 means the assignment is normal weight, 2.0 means it is weighted double, and 0.25 weight is worth one quarter of a normal assignment.

4. Click Allow Students to Turn in Assignments Online to enable the ability for students to upload a file for this task.
5. Click Attachments: Add to upload files for students and parents to download on Grades Online.

## Grading Options

You can establish default grading options for your entire gradebook, and then customize grading options for specific classes.

The screenshot shows the 'Default Grading Options' page in the ThinkWave system. The page is titled 'Default Grading Options' and has a 'Save' button at the top right. The main content is divided into several sections:

- Grading options:** This section contains three radio buttons: 'Flexible Grading' (selected, annotated #1), 'Pure Points' (disabled, annotated #3), and 'Average subterms' (disabled, annotated #4). Below these are checkboxes for 'Use assignment-type weighting (optional)' (annotated #2) and input fields for 'Homework %', 'Project %', 'Quiz %', and 'Test %'.
- Term-grade calculations:** This section is divided into '1st Sem' and '2nd Sem'. Each semester has radio buttons for 'Do not average subterms' and 'Average subterms'. Below are input fields for '1st Quar %', '2nd Quar %', and 'Final %' for each semester.
- More Options:** This section lists 'Assignment Types', 'Your Custom Grade Scales', and 'Schools Final Grade Scales'.
- Classes using non-default grading options:** This section lists 'Biology I', 'I & II Corinthians', and 'Social Studies 2'. A blue box below it states: 'It may take several minutes to recalculate grades after changes are saved.' (annotated #5).

1. Flexible Grading lets you grade assignments with any grade scale including points, percent, letter grades, pass/fail, and custom grades.
2. Assignment-type weighting is only available for classes using flexible grading options. The sum of the percentages for assignment types must equal 100%.
3. Pure Points is a different grading system which allows assignments to only be graded by points. The final grade is calculated by simply calculating points earned divided by points possible. It can only be enabled if all assignments in the gradebook (or for a particular class) are set to Points in the Edit Assignment screen.
4. Average Subterms lets you calculate a Term grade by averaging the subterm grades. For example, if you want a Semester grade to be 40% 1st quarter, 40% 2nd quarter, and 20% final exam - this is where you set that calculation.



5. Override grading options let you select any class, and define custom grading options on a per-term basis. This provides great flexibility in how you define grading options.

### **Custom Grading Scales**

Custom grading scales, defined in Setup | Your Custom Grade Scales, can be different from the school's grading scales. These grading scales can be used to record and calculate assignment grades. Note that final grades for classes are always converted to the school's grading scale. This ensures consistent values for report cards and transcripts.