

Grading Scales & Comments

The Grading Scales & Comments screen is used to create the grading scales for the school, as well as set up the report card comments teachers can use to post short comments or pull-down comments for report cards.

Grading scales determine the GPA value of each grade as well as if the grade receives credit. Multiple grading scales can be set up for the school to accommodate different grading needs, such as unweighted, honors, AP, pass/fail, etc. Each section is assigned a grading scale and a standards grading scale in [Courses & Sections](#).

If your school allows teachers to request grade changes via the Request Grade Changes screen, and a reason code is required when requesting a grade change ("[Enable reason code for grade change](#)" system preference), you can create customized reason codes in the Grade Change Request Reasons tab. Focus also provides several hard-coded reason codes.

If your school has enabled the ability to **Use Proficiency Gradebook** via Setup > [System Preferences](#) > School Preferences/Default School Preferences > [Grading](#) tab and elected that the Proficiency Gradebook be based on grading scales, you will have the ability to apply the Proficiency Gradebook to select grading scales from the Grading Scale tab.

Adding a New Grading Scale

1. In the **Grades** menu, click **Grading Scales & Comments**.

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The Report Card Grades tab is automatically displayed. Any existing grading scales are displayed as tabs along the left side of the screen.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Exclude |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|--------------------------|
| | | | | | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| | A | A | 4 | 4 | 1 | <input checked="" type="checkbox"/> | 90 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | B | B | 3 | 3 | 2 | <input checked="" type="checkbox"/> | 80 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | C | C | 2 | 2 | 3 | <input checked="" type="checkbox"/> | 70 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | D | D | 1 | 1 | 4 | <input checked="" type="checkbox"/> | 60 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | I | I | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | NG | NG | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | P | P | | | 8 | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | T | T Passed Ex | | | 9 | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |

Show Running Average in Gradebook

Delete Scale

Save

2. To add a new grading scale, click the + tab.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excl |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|--------------------------|
| | | | | | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| | A | A | 4 | 4 | 1 | <input checked="" type="checkbox"/> | 90 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | B | B | 3 | 3 | 2 | <input checked="" type="checkbox"/> | 80 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | C | C | 2 | 2 | 3 | <input checked="" type="checkbox"/> | 70 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | D | D | 1 | 1 | 4 | <input checked="" type="checkbox"/> | 60 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | I | I | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | NG | NG | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | P | P | | | 8 | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | T | T Passed Ex | | | 9 | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |

3. In the blank row, enter a **Grade Scale Title**.

4. Select the **Default** check box to make this grading scale the default for the school. Only one grading scale can be marked as the default.

When a new section is added, the section will be assigned the default grading scale for both the regular and standards grading scale if the grading scales are not defined for the course in the Course Catalog. When grading scales are set on the course in the Course Catalog, they cannot be changed on the section.

5. Select the **Letter Grade Only** check box if the grading scale uses letter grades only.

When a grading scale only contains letter grades, the GPA values are used to calculate grade averages, therefore GPA values must be populated.

6. **Show Average in the Gradebook** is selected by default. Deselect the check box if you do not want students' running averages to display for teachers in the Gradebook or for parents and students in the Parent/Student Portal for sections with this grading scale assigned.

! If the "Show Average in the Gradebook" option is not selected on the grading scale, teachers will not be able to utilize the "Use Gradebook" button in Post Final Grades and Post Standard Grades when posting grades for sections assigned this grading scale.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

+

Export

Filter: OFF

| | Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|--|-------------------|-------------------------------------|--------------------------|-------------------------------------|
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

7. Press **Enter** to add the new row.

The row turns yellow to indicate a new row has been added.

8. Click **Save**.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

+

Export

Filter: OFF

| | Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|--|-------------------|-------------------------------------|--------------------------|-------------------------------------|
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | IB | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

The new grading scale now has its own tab on the left side of the screen. This is where the grades are added to the grading scale.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|-------------------|-------------------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| IB | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

i If grading scales are set up and attached to sections, the scales cannot be copied to other schools without breaking the links between the scales and sections. When the links are broken, this would require re-exporting the grading scales from the Course Catalog.

Adding a Grade to a Grading Scale

1. Click the grading scale tab on the left side of the screen.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|--------------------------|
| | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |

2. In the blank row, enter the **Title** for the grade.

3. Enter a **Description**.

For example, for a rubric or standard grade such as "E," you can enter the description "Excellent" in the field.

4. Enter the GPA Value.

All grades should have GPA values assigned. The GPA values are used to calculate grade averages when only letter grades are posted.

5. Enter the Weighted GPA Value, if applicable.

The screenshot shows the 'Report Card Grades' tab in a software interface. On the left, there are filters for 'Unweighted', 'Honors', 'AP/DE', and 'IB'. On the right, there are buttons for 'Export', 'Filter: OFF', and a table. The table has columns: Title, Description, GPA Value, Weighted GPA Value, Sort Order, Gives Credit, Default Breakoff, Incomplete, and Excluded. The first row of the table has the following values: Title 'A', Description 'A', GPA Value '4', Weighted GPA Value '5', Sort Order (empty), Gives Credit (checked), Default Breakoff (empty), Incomplete (unchecked), and Excluded (unchecked). The 'GPA Value' and 'Weighted GPA Value' fields are highlighted with a red box.

| Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|--------------------------|
| A | A | 4 | 5 | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |

6. Enter the Sort Order. This determines where the grade appears in lists.

7. If the grade does not give credit, deselect the Gives Credit check box.

8. Enter the Default Breakoff.

The default breakoff is the minimum value of the percent range for the grade. The highest default breakoff value represents an inclusive range starting at that value through 100%.

For example, the default breakoff for an A might be 90. This means 90%-100% equals an A.

Subsequent default breakoff values will represent an inclusive range from that breakoff value to 1% below the next highest default breakoff value.

For example, the default breakoff value for a B might be 80. This means 80%-89% equals a B, since A starts with a 90%.

No titles should have the same default breakoff value.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|--------------------------|
| A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 % | <input type="checkbox"/> | <input type="checkbox"/> |

9. Select the **Incomplete** check box if this grade is an incomplete grade.

When an incomplete grade is given to a student, the student's overall grade will be an incomplete.

10. Select the **Excluded** check box to exclude the grade from grade calculations.

For example, you might have an NG (Not Graded) that you want to exclude from averaging when pulling or posting grades. When given an NG, the student's average will not be 0, but rather the NG will not be included in the grade calculation.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|--------------------------|
| A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 % | <input type="checkbox"/> | <input type="checkbox"/> |

11. Press **Enter** to add the row.

The row turns yellow to indicate a new row has been added.

12. Click **Save**.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|--------------------------|
| | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 % | <input type="checkbox"/> | <input type="checkbox"/> |

i A grading scale can be set up for standards based grading that will display a check mark, check plus, and check minus on the standard grades report card. The grading scale must have grades added that are titled CK, CK+, and CK- or CH, CH+, and CH-.

Editing a Grading Scale

1. Click the **+** tab to change the title, default status, letter grade only status, or "Show Average in Gradebook" status of a grading scale.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|-------------------|-------------------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| IB | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

2. Click the desired field and make the modification.

The field turns yellow to indicate a change has been made.

3. Click **Save**.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| IB | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

Deleting a Grading Scale from the + Tab

! Deleting a grading scale that is assigned to sections will break grades in the Gradebook for those sections.

1. Click the + tab.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|-------------------|-------------------------------------|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| IB | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

2. Click the delete icon next to the grade scale title.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| IB | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

3. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

The row is grayed out to indicate it will be deleted.

4. Click **Save** to complete deletion.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| Grade Scale Title | Default | Letter Grade Only | Show Average in Gradebook |
|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Unweighted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Honors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AP/DE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| IB | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

Editing a Grade in a Grading Scale

1. Click the tab of the grading scale if not already opened.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | NG | Not Graded | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | I | Incomplete | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 60 | % | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |

2. Click the desired field and make the modification.

The field turns yellow to indicate a change has been made.

3. Click **Save**.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | NG | Not Graded | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | I | Incomplete | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 50 | % | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |

Deleting a Grade in a Grading Scale

1. Click the tab of the grading scale if it is not already opened.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | NG | Not Graded | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | I | Incomplete | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 60 | % | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |

2. Click the delete icon next to the grade.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | NG | Not Graded | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | I | Incomplete | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 50 | % | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |

3. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

The row is grayed out to indicate it will be deleted.

4. Click **Save** to complete deletion.

Report Card Grades | Report Card Comments | Grade Change Request Reasons

☒ Show Running Average in Gradebook Delete Scale Save

Unweighted
Honors
AP/DE
IB
+

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | NG | Not Graded | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | I | Incomplete | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 50 | % | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |

Editing the "Show Running Average in Gradebook" Option from the Grading Scale Tab

1. Click the tab of the grading scale if it is not already opened.

Report Card Grades | Report Card Comments | Grade Change Request Reasons

☒ Show Running Average in Gradebook Delete Scale Save

Unweighted
Honors
AP/DE
+

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 60 | % | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| | I | I | | | 6 | <input type="checkbox"/> | | % | <input checked="" type="checkbox"/> |
| | NG | NG | | | 7 | <input type="checkbox"/> | | % | <input type="checkbox"/> |
| | W | W | | | 8 | <input type="checkbox"/> | | % | <input type="checkbox"/> |
| | T | T Passed Ex | | | 9 | <input checked="" type="checkbox"/> | | % | <input type="checkbox"/> |

2. Select or deselect the **Show Running Average in Gradebook** check box.

Deselect the check box if you do not want students' running averages to display for teachers in the Gradebook or for parents and students in the Parent/Student Portal for sections with this grading scale assigned.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|--------------------------|
| | | | | | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 60 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 % | <input type="checkbox"/> | <input type="checkbox"/> |
| | I | I | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | NG | NG | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | W | W | | | 8 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| | T | T Passed Ex | | | 9 | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |

i Deselecting the **Show Running Average in Gradebook** check box hides the **Gradebook Average** setting in the teacher Gradebook.

Enabling the Proficiency Gradebook for Select Grading Scales

i If your school has enabled the ability to **Use Proficiency Gradebook** via Setup > [System Preferences](#) > School Preferences/Default School Preferences > [Grading](#) tab and elected that the Proficiency Gradebook be based on grading scales, you will have the ability to apply the Proficiency Gradebook to select grading scales from the Grading Scale tab.

1. Click the tab of the grading scale if it is not already opened.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook
 ☐ Proficiency Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Exclude |
|---|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| - | A | A | 4 | 4.5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |
| - | B | B | 3 | 3.5 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| - | C | C | 2 | 2.5 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| - | D | D | 1 | 1.5 | 4 | <input checked="" type="checkbox"/> | 60 | % | <input type="checkbox"/> |
| - | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| - | I | I | | | 6 | <input type="checkbox"/> | | % | <input checked="" type="checkbox"/> |
| - | NG | NG | | | 7 | <input type="checkbox"/> | | % | <input type="checkbox"/> |

2. Select the **Proficiency Gradebook** check box to enable the proficiency gradebook for the selected grading scale.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook
 ☒ Proficiency Gradebook

Delete Scale

Save

Unweighted

Honors


AP/DE

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Exclude |
|---|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|--------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | % | <input type="checkbox"/> | <input type="checkbox"/> |
| - | A | A | 4 | 4.5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |
| - | B | B | 3 | 3.5 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| - | C | C | 2 | 2.5 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| - | D | D | 1 | 1.5 | 4 | <input checked="" type="checkbox"/> | 60 | % | <input type="checkbox"/> |
| - | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| - | I | I | | | 6 | <input type="checkbox"/> | | % | <input checked="" type="checkbox"/> |
| - | NG | NG | | | 7 | <input type="checkbox"/> | | % | <input type="checkbox"/> |

 You cannot select the Proficiency Gradebook check box if the grading scale already contains gradebook grades for the current school year.



This grading scale has been used for grading this year, please select an alternate scale for these sections, or delete the grades, before switching the gradebook type for this scale

Deleting a Grading Scale from the Grading Scale Tab



Grading scales that contain gradebook grades for the current school year cannot be deleted.

1. Click the tab of the grading scale if it is not already opened.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
| | | | | | | <input checked="" type="checkbox"/> | | | |
| | NG | Not Graded | | | 7 | <input type="checkbox"/> | % | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | I | Incomplete | | | 6 | <input type="checkbox"/> | % | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | % | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 60 | % | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | % | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | % | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | % | <input type="checkbox"/> |

2. Click **Delete Scale**.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

☒ Show Running Average in Gradebook

Delete Scale

Save

Unweighted

Honors

AP/DE

IB

+

Export

Filter: OFF

| | Title | Description | GPA Value | Weighted GPA Value | Sort Order | Gives Credit | Default Breakoff | Incomplete | Excluded |
|--|-------|-------------|-----------|--------------------|------------|-------------------------------------|------------------|-------------------------------------|--------------------------|
| | | | | | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| | I | Incomplete | | | 6 | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | F | F | 0 | 0 | 5 | <input type="checkbox"/> | 0 | <input type="checkbox"/> | <input type="checkbox"/> |
| | D | D | 1 | 2 | 4 | <input checked="" type="checkbox"/> | 50 | <input type="checkbox"/> | <input type="checkbox"/> |
| | C | C | 2 | 3 | 3 | <input checked="" type="checkbox"/> | 70 | <input type="checkbox"/> | <input type="checkbox"/> |
| | B | B | 3 | 4 | 2 | <input checked="" type="checkbox"/> | 80 | <input type="checkbox"/> | <input type="checkbox"/> |
| | A | A | 4 | 5 | 1 | <input checked="" type="checkbox"/> | 90 | <input type="checkbox"/> | <input type="checkbox"/> |

3. In the confirmation message, click **Yes**.

Delete this Grading Scale

Are you sure you want to delete this grading scale?

No

Yes

Adding a Report Card Comment

Report card comments are used by teachers to post comments for report cards or progress reports. The system preferences "Short comments per course" or "Pull-Down Comments" must be enabled in Setup > System Preferences > [Grading](#) tab for these comments to be available for use by teachers. The "Short comments per course" preference allows teachers to use the comment codes to enter comments when posting grades. The "Pull-Down Comments" system preference allows teachers to select one or multiple comments from a pull-down when posting grades. Both methods use the same set of comments set up in Grading Scales & Comments, but are different entry methods.

1. In the **Grades** menu, click **Grading Scales & Comments**.

Setup
 Students
 Users
 Scheduling
 Grades
 Assessment
 Attendance
 Discipline
 Forms
 Billing
 Eligibility
 Employee Self Service
 Florida Reports
 SSS
 Reports

- Print Grades Verification Sheets
- Honor Roll
- Grade Breakdown
- Missing Final Grades
- Student Final Grades
- Graduation Requirements Report
- Graduation Requirements Report (New)
- Print Progression Plans
- Print Legacy Graduation Requirements Report
- Teacher Gradebook Usage
- Setup**
 - Calculate GPA
 - Pull Grades for Report Cards
 - Average Pass/Fail Grades
 - Grading Scales & Comments**
 - Graduation Requirements
 - Progression Plan

2. Click the **Report Card Comments** tab.

Any existing report card comments are listed.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Save

Export

Filter: OFF

| Code | Title |
|------|---|
| | |
| 0 | Unacceptable attendance |
| 1 | Acceptable attendance |
| 2 | Performing at grade level |
| 3 | Performing below grade level |
| 4 | Outstanding effort and work |
| 5 | Improvement shown |
| 7 | Behavior satisfactory |
| 8 | Behavior needs improvement |
| 9 | Behavior unsatisfactory |
| 6 | Little participation/poor preparation for class |

3. In the blank row, enter a **Code**.

4. Enter the **Title**.

i Both the Code and Title are required when adding a new report card comment. The title is limited to 100 characters.

The code is the value teachers will enter when posting short comments per course. The title is the description of the comment. When using pull-down comments, teachers can select the comments from a pull-down list. The code will display on the report card next to the posted grade for each section. If explanations of comments are included on the report card, the titles will print for each code the student received.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Save

Export

Filter: OFF

| Code | Title |
|------|---|
| | |
| 0 | Unacceptable attendance |
| 1 | Acceptable attendance |
| 2 | Performing at grade level |
| 3 | Performing below grade level |
| 4 | Outstanding effort and work |
| 5 | Improvement shown |
| 7 | Behavior satisfactory |
| 8 | Behavior needs improvement |
| 9 | Behavior unsatisfactory |
| 6 | Little participation/poor preparation for class |

5. Press **Enter** to add the row.

The row turns yellow to indicate a new row has been added.

6. Click **Save**.

Report Card Grades
Report Card Comments
Grade Change Request Reasons

Export

Filter: OFF

Save

| Code | Title |
|------|------------------------------|
| | |
| 10 | Performing above grade level |
| 0 | Unacceptable attendance |
| 1 | Acceptable attendance |
| 2 | Performing at grade level |
| 3 | Performing below grade level |
| 4 | Outstanding effort and work |
| 5 | Improvement shown |
| 7 | Behavior satisfactory |

Editing a Report Card Comment

1. Click the **Code** or **Title** field and make the modifications.

The field turns yellow to indicate a change has been made.



2. Click **Save**.

Report Card Grades











Report Card Comments

Grade Change Request Reasons


Save

Export  

Filter: OFF

| | Code  | Title  |
|---|--|---|
| | <input type="text"/> | <input type="text"/> |
|  | 11 | Performing above grade level |
|  | 0 | Unacceptable attendance |
|  | 1 | Acceptable attendance |
|  | 2 | Performing at grade level |
|  | 3 | Performing below grade level |
|  | 4 | Outstanding effort and work |
|  | 5 | Improvement shown |
|  | 7 | Behavior satisfactory |

Deleting a Report Card Comment

 When report card comments are in use, they should not be deleted.



1. Click the delete icon next to the report card comment.








Report Card Grades

Report Card Comments

Grade Change Request Reasons

Save

Export   Filter: OFF

| | Code ▾ | Title ▾ |
|---|--------|------------------------------|
|  | 11 | Performing above grade level |
|  | 0 | Unacceptable attendance |
|  | 1 | Acceptable attendance |
|  | 2 | Performing at grade level |
|  | 3 | Performing below grade level |
|  | 4 | Outstanding effort and work |
|  | 5 | Improvement shown |

2. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

The row is grayed out to indicate it will be deleted.

3. Click **Save** to complete deletion.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Save

Export Filter: OFF

| Code | Title |
|------|------------------------------|
| 11 | Performing above grade level |
| 0 | Unacceptable attendance |
| 1 | Acceptable attendance |
| 2 | Performing at grade level |
| 3 | Performing below grade level |
| 4 | Outstanding effort and work |

Adding a Grade Change Request Reason

The Grade Change Request Reasons tab allows you to customize the “Reason Code” pull-down options when a grade change is requested by a teacher via [Grades > Request Grades Changes](#) and then reviewed by administrators via [Grades > Approve Grade Changes](#). The reasons provided by Focus cannot be deleted.

The system preference “Enable reason code for grade change” must be selected in [Setup > System Preferences > Grading](#) tab to enable the reason code functionality.

1. In the **Grades** menu, click **Grading Scales & Comments**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Reports

Search...

Print Grades Verification Sheets

Honor Roll

Grade Breakdown

Missing Final Grades

Student Final Grades

Graduation Requirements Report

Graduation Requirements Report (New)

Print Progression Plans

Print Legacy Graduation Requirements Report

Teacher Gradebook Usage

Setup

Calculate GPA

Pull Grades for Report Cards

Average Pass/Fail Grades

Grading Scales & Comments

Graduation Requirements

Progression Plan

2. Click the **Grade Change Request Reasons** tab.

The reasons provided by Focus are listed, as well as any customized reasons that have already been added.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

Save

Export

Filter: OFF

| Title | Code | Sort Order |
|-------------------------------|----------|------------|
| | | |
| Recalculated Grade Average | RGA | 1 |
| Student Completed Work | SCW | 2 |
| Pass Program | PAS | 3 |
| Middle School Recovery Course | MSCR | 4 |
| EOC Taken | EOCT | 5 |
| 9 Week Exam Mastery (MS Only) | 9WK EXAM | 6 |
| Data Entry Correction | DAE | 7 |
| Other | OTH | 8 |

3. In the blank row, enter the **Title** for the reason. This is the description.


4. Enter the **Code** for the reason.



5. Enter the **Sort Order**. This determines the order the reasons displays in the Reason Code pull-down.

Report Card Grades

Report Card Comments

Grade Change Request Reasons

 Save

Export  

Filter: OFF

| Title ▴ ▾ | Code ▴ ▾ | Sort Order ▴ ▾ |
|--------------------------------|----------|----------------|
| Student Completed Extra Credit | SCEC | 9 |
| Recalculated Grade Average | RGA | 1 |
| Student Completed Work | SCW | 2 |
| Pass Program | PAS | 3 |
| Middle School Recovery Course | MSCR | 4 |
| EOC Taken | EOCT | 5 |
| 9 Week Exam Mastery (MS Only) | 9WK EXAM | 6 |
| Data Entry Correction | DAE | 7 |
| Other | OTH | 8 |

6. Press **Enter** to add the row.

The row turns yellow to indicate a new row was added.

7. Click **Save**.

Report Card Grades
Report Card Comments
Grade Change Request Reasons

Export

Filter: OFF

Save

| | Title ▲ | Code ▲ | Sort Order ▲ |
|--|--------------------------------|----------|--------------|
| | | | |
| | Student Completed Extra Credit | SCEC | 9 |
| | Recalculated Grade Average | RGA | 1 |
| | Student Completed Work | SCW | 2 |
| | Pass Program | PAS | 3 |
| | Middle School Recovery Course | MSCR | 4 |
| | EOC Taken | EOCT | 5 |
| | 9 Week Exam Mastery (MS Only) | 9WK EXAM | 6 |
| | Data Entry Correction | DAE | 7 |
| | Other | OTH | 8 |

Editing a Grade Change Request Reason

⚠ After a grade change reason is in use by teachers, the title can be changed if needed but the code should not be changed.


1. Click the **Title**, **Code**, or **Sort Order** field and make the modifications.

The field turns yellow to indicate a change has been made.

2. Click **Save**.

 SaveExport 

Filter: OFF

| | Title ▴ ▾ | Code ▴ ▾ | Sort Order ▴ ▾ |
|---|--------------------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | Student Completed Extra Credit | SCE | 9 |
| | Recalculated Grade Average | RGA | 1 |
| | Student Completed Work | SCW | 2 |
| | Pass Program | PAS | 3 |
| | Middle School Recovery Course | MSCR | 4 |
| | EOC Taken | EOCT | 5 |
| | 9 Week Exam Mastery (MS Only) | 9WK EXAM | 6 |
| | Data Entry Correction | DAE | 7 |
| | Other | OTH | 8 |

Deleting a Grade Change Request Reason

 Reasons provided by Focus cannot be deleted.

1. Click the delete icon next to the reason title.

Report Card Grades
Report Card Comments
Grade Change Request Reasons

Export

Filter: OFF

Save

| | Title ▴▾ | Code ▴▾ | Sort Order ▴▾ |
|-------------------------------------|--------------------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> | Student Completed Extra Credit | SCE | 9 |
| | Recalculated Grade Average | RGa | 1 |
| | Student Completed Work | SCW | 2 |
| | Pass Program | PAS | 3 |
| | Middle School Recovery Course | MSCR | 4 |
| | EOC Taken | EOCT | 5 |
| | 9 Week Exam Mastery (MS Only) | 9WK EXAM | 6 |
| | Data Entry Correction | DAE | 7 |
| | Other | OTH | 8 |

2. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

The row is grayed out to indicate it will be deleted.

3. Click **Save** to complete deletion.

 SaveExport  

Filter: OFF

| Title ▴ ▾ | Code ▴ ▾ | Sort Order ▴ ▾ |
|--------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Student Completed Extra Credit | SCE | 9 |
| Recalculated Grade Average | RGA | 1 |
| Student Completed Work | SCW | 2 |
| Pass Program | PAS | 3 |
| Middle School Recovery Course | MSCR | 4 |
| EOC Taken | EOCT | 5 |
| 9 Week Exam Mastery (MS Only) | 9WK EXAM | 6 |
| Data Entry Correction | DAE | 7 |
| Other | OTH | 8 |