

<b>1</b>	- 1 Day Late
<b>2</b>	- 2 days late
<b>3</b>	- Drop Score
<b>4</b>	- 3 or more days late
<b>A</b>	- Absent
<b>L</b>	- Lowest Grade
Dropped by System ( <i>system</i> )	

## GRADE TYPES

Grade types are used in the Grade Book section of the Instructor's Suite. Grade types can be used so that the system will automatically configure late assignments, or to drop scores for students excused from assignments. Please, read the following explanation of the purpose and functions of grade types. If you have any questions, contact your administrator or Chris Crites. The following grade types were set by your administrators. **Grade types will affect students' grades.**

**1 – 1 Day Late - 75%** Teachers can select a 1 next to the grade and the student will receive a graded deduction. The student CANNOT receive more than 75% of the points possible for the assignment.

**2 – 2 Days Late – 50%** Teachers can select a 2 next to the grade and the student will receive a graded deduction. The student CANNOT receive more than 50% of the points possible for the assignment.

**3 – DROP SCORE** – Teachers may choose to drop a score for an assignment for various reasons by selecting 3 next to the grade. In the elementary students may be pulled from the classroom during this assignment, or this option may be chosen due to excused illness, etc.

**4. 3 DAYS LATE OR MORE-** Assignments that are 3 days late, or later, will receive a 0 if a number 4 is selected.

**A – ABSENT** – Teachers may use this as TEMPORARY setting when they are putting grades in the grade book as a reminder for the instructor and student. The "A" **SHOULD** be taken out when the assignment is made up.