Printed Record of Grades Instructions

The Printed Record of Grades is designed to help facilitators determine their student's grade for a BJU Press Distance Learning course. This form is provided for those who do not have the capability of using the spreadsheet Record of Grades attached to the bjupresshomeschool account.

Instructions:

- Enter information as needed.

1. **Year**: Enter the school year.

2. **Name**: Enter the student's name.

3. **Grading Scale**: Enter the Grading Scale. Grading scales often differ, depending upon educational philosophy and practices. The default scale for BJU Press Distance Learning is as follows: A: 90–100 B: 80–89 C: 70–79 D: 60–69 F: 0–59. This is the same scale used by The Academy of Home Education.

#1

#2

Year:

Student Name:

Category	Points Earned		Points Possible		Weight		Total		Min Value	Grade
Test					**#4**					A+
Quiz		÷		×		=				A
Activity										A-
Other										B+
										B
										B-

Suggested weights are given below (Sum = 100): Total/Percent:
Test = 50; Quiz = 20; Activity = 20; Other = 10 Letter Grade:

#3

Category	Points Earned		Points Possible		Weight		Total			C+
Test										C
Quiz		÷		×		=				C-
Activity										D+
Other										D
										D-
										F

4. **Weight**: Enter the category weights. The form displays grades by categories and weights the final percent grade accordingly. Adjustable weights allow facilitators to weight categories according to their own grading philosophy and practice. Suggested weights are given.

Note: Some courses have an Other category without a suggested weight given. In these courses, the Other category was not used, but this category is included so that you may add additional assignments, if desired (step 7). Please note that the total weight must equal 100. For instance, if you use the additional Other category, you will need to assign a weight and adjust the weights of the remaining categories. Likewise, if you increase the weight of a category, you will need to decrease the weight for another category so that the sum of the weights equals 100. If you do not want to enter grades for a particular category, then enter 0 (zero) for that category and redistribute the weights so that the total weight equals 100.

5. **Points Possible**: Enter Points Possible as you record the grade for each assignment or assessment. Suggested Points indicates the total points a particular assignment or assessment is worth according to normal grading procedure. You will usually enter the same number of points in the

Suggested Points	Points Possible	Points Earned	Assignments and Assessments	Date	Category
Chapter 1					
17			AM pp. 5–6		Other
10	#5	#6	Chapter 1 Quiz		Quiz
30			Recording History		Activity
21			AM pp. 12–13		Other
33			Chapter 1 Test		Test
			#7		

Points Possible column. However, there may be times when it would be helpful to adjust this total up or down.

6. **Points Earned**: Enter Points Earned. Points Earned indicates the total points earned out of the total points possible on an assignment or assessment.

7. **Additional Assignments and/or Assessments:** If desired, enter additional assignments and/or assessments. Click the Category cell to select the desired category from the drop-down menu. Enter Points Possible and Points Earned. *Tip:* To enter bonus points, set Points Possible less than Points Earned.

To figure the final grade for the course, do the following:

- Add Points Earned and Points Possible for each category.
- Divide Points Earned by Points Possible and multiply by the desired weight to get the category total.
- Add the category totals. These will equal the percent grade.
- If desired, enter the corresponding letter grade.

Year: 2017–2018   Student Name: Jane Doe

Category	Points Earned		Points Possible		Weight		Total	Min Value	Grade
Test	149		162		50		46.0	98	A+
Quiz	150	÷	161	x	20	=	18.6	93	A
Activity	61		70		20		17.4	90	A–
Other	691		776·5		10		8.9	87	B+
								83	B

Suggested weights are given below (Sum = 100):   Total/Percent: **91**
Test = 50; Quiz = 20; Activity = 2–; Other = 10   Letter Grade: **A–**

Min Value	Grade
80	B–
77	C+
73	C
70	C–

Note: If you need to figure a separate grade for a quarter, semester, or another grading period, you may do this same process on the additional summary sections provided. However, for greatest accuracy, the final grade summary should consist of all the points for each category.

Please email DLInfo@bju.edu if you have any questions or suggestions.