

ELECTRONIC GRADE BOOK COURSE SET-UP FORM

Instructor's Name: _____

Term: _____ Course department/number: _____ CRN: _____

Grade scale: This system does not round up, it truncates; keep this in mind when entering your scale. For example, if the lowest score for a B= 80 you might want to use 79.5.

<u>Grade</u>	<u>lowest %</u>	<u>Grade</u>	<u>lowest %</u>
A	_____	C	_____
A-	_____	C-	_____
B+	_____	D+	_____
B	_____	D	_____
B-	_____	D-	_____
C+	_____	F	_____

Will you use the same grade scale for all of your courses? _____

Components:

For the course grades to calculate correctly, we need to know each gradable component for the course in the order given. Final grades will be available to students once they are rolled to academic history.

Sequence Number	Component name (quiz, paper, exam, etc...)	Weight (out of 100%) for course	Maximum points
Sample	Quiz 1	10	20
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

12			
13			
14			
15			
16			
17			
18			
19			
20			

Return your completed form to Jessica Landon in the Registrar's Office by the end of the second week of classes. If you have questions, please contact Jessica at 5837 or landonj@kenyon.edu.