

### Special Grades

The four special grades are all real grades. When a student has one of these they cannot be given a regular grade. You may re-grade the student by first unchecking the special grade.

- **Absent** – A grade of “**Absent**” silently exempts the student from the Assignment. When the student returns, change the grade of **Absent** to either **Missing** or a regular grade.
- **Incomplete** – “Incomplete” defaults to a score of zero.
- **Exempt** – A grade of Exempt explicitly exempts a student from the Assignment. The Assignment is not counted for the student.
- **Missing** – “Missing” defaults to a score of zero.

You can change the default values of **Missing** and **Incomplete** on the [Gradebook→Profiles→Preferences](#) screen.

Grade	Default	User Settable?	Student Gets	Notes
EXEMPT	DOES NOT COUNT	NO	AS IF NOT GIVEN ASSIGNMENT – AN EXPLICIT EXEMPTION	Explicit exemption
ABSENT	DOES NOT COUNT	NO	AS IF NOT GIVEN ASSIGNMENT – A SILENT EXEMPTION	You are expected to give, then change, this grade
INCOMPLETE	Zero (0)	YES	ZERO, unless changed	Unfinished – Failing Grade
MISSING	Zero (0)	YES	ZERO, unless changed	Not turned in – Failing Grade

**Marking All Students as Exempt, Absent, Missing or Incomplete:** The “Absent”, “Incomplete”, “Missing”, and “Exempt” column headers are buttons that toggle all the checkboxes in the column. For example, to mark all students in the class Exempt from the Assignment, click the “Exempt” column header. To turn off all the checkboxes, click Exempt a second time.

#### Previous and Next Assignment Buttons

To grade or view the previous or next Assignment (that is, the column immediately to the left or right in the spreadsheet), click the “Previous Assignment” or “Next Assignment” button, if they appear. Note: they appear as clickable *dates*, not the words “previous” or “next”.

#### GRADING PHILOSOPHY OF THE GENESIS GRADEBOOK

- If you do not grade a student – if their grade is left blank - the Gradebook does not grade them: the student is silently exempted from the Assignment.
- If a student is **Absent**, they get a chance to make up the Assignment. A grade of **Absent** is a silent exemption. When the student returns, change the grade to one that counts, either a regular grade or to a grade of **Missing**.

#### Grading Assignments: Indicating Prior Grade Status

When students are given one of the special grades of “Absent”, “Missing”, “Incomplete” or “Exempt”, and then the grade is changed to something else, the original special grade is remembered and indicated in the right-most column of the Grade Assignment screen, on the spreadsheet and on Student Assignment reports.

### Procedure to Change a Special Grade to a Regular Grade

1. On the **Gradebook**→**Gradebook** spreadsheet screen, click in the column of the Assignment you wish to grade. This brings up the Grade Assignment screen.
2. Find the special grade you want to convert to a regular grade.
3. Uncheck the special grade checkbox.
4. Enter a regular grade in the Grade field for the same student = or select a **different** special grade.
5. Click "**Save**" to record the changes.
6. Note that in the far right "**Prev**" column, the former special grade should now appear.

### When is the "Previous Grade Marker" turned on?

A previous grade marker is turned on only when a student's Assignment grade is change **from** one of the four special grades of **Absent**, **Incomplete**, **Exempt** or **Missing** to another grade (the "to" grade can be regular or special).

When you "**Save**" grades after having unchecked a previously stored special grade, the Genesis Gradebook saves the old special grade in the "Previous Grade" field – and makes it the "previous grade marker".

Regular grades are not preserved: when you change a student's grade **from** a regular grade to a special grade, the regular grade is not remembered.

### Life Span of "Previous Grade Markers"

The previous grade markers, small red flags of 'A', 'I', 'E' and 'M', are affixed to grades if the student was previously marked, respectively, of **Absent**, **Incomplete**, **Exempt** or **Missing** and then the grade for the Assignment is later changed. Once saved, the 'previous grade marker' is not reset **unless** the student is given another, **different** special grade for the **same** Assignment – and then that, too, is changed. In other words, the "previous grade marker" always shows the most recent special grade that was changed.