

## Grade Record Sheet (GRS)

What it is: The GRS is a paper (or excel spreadsheet) for keeping track of your overall grade in this class.

Purpose: Students should be able to

- Do basic arithmetic
- Understand how percentages work
- Take responsibility for knowing how they're doing in the class
- Understand which assignments are influential to the final grade and which are not
- Complete a simple task daily
- Recognize if errors appear in the instructor's gradebook

How it affects your grade: Typically once per week, one point of the PQ will be assigned to writing an up-to-date grade in the class. (PQs with grade requests are marked with \* on the class calendar.)

How it works:

- You will receive a blank grade record sheet (GRS) during the first two weeks of class. You can also print blank GRS from the class website, or request an Excel electronic version by e-mailing the instructor (or create your own).
- Write each graded assignment on the left side of the GRS, showing your grade on each assignment.
- Write MathXL/MyMathLab/WebAssign grades (see below) on your GRS when you are done with your homework.
- Write PQ and exam grades on your GRS when graded assignments are returned to you in class.
- Add the points you earn (numerators of your grades) together to get your earned points.
- Add the denominators of your grades to get the total possible points.
- Divide your earned points by your total possible points to get the decimal version of your grade. Move the decimal point two places to the right to get your percentage.
- Calculate your grade at least once every class.
- Keep your GRS at the front of your notebook. You will sometimes need it for PQs.
- Keep a separate record of deductions from your attendance bonus.
- Grade Record will appear on approximately 12 PQs, requesting that you write the unreduced fraction of your current points earned over current points possible, with percent and letter grade. This is worth one point per PQ, in addition to the points for the math problems on the PQ.
- If you choose Option 1 for your Study Skills assignments, include all SS assignments on your GRS, even if you earned 0 points for them.

How to calculate homework grades:

**CAUTION:** MathXL, MyMathLab, and WebAssign calculate a distorted “average” for online assignments. This average has almost nothing to do with your actual grade in class, so don't use it for your GRS.

Every online homework assignment is 10 points for your grade in the class

1. Log in to [www.mathxl.com](http://www.mathxl.com) or [www.mymathlab.com](http://www.mymathlab.com) or [www.webassign.com](http://www.webassign.com) as usual and open your view of its gradebook.

2. Use the column labeled “percent”. You may need to click ‘see score’. (If it says “past due”, it’s 0%. Your score is 0/10.)

**Find the percentage of 10 points**

3. Convert percentage to decimal by moving the decimal point two places to the right.
4. Multiply the decimal by 10 points.
5. Round to the nearest whole point to find the numerator of your grade.
6. The denominator is 10.

Examples:

- a. 100% is 1.00,  $1.00 \times 10 = 10$ , 10 rounds to 10, 10 points is 10/10
  - b. 78% is .78,  $0.78 \times 10 = 7.8$ , 7.8 rounds to 8, 8 points is 8/10
  - c. 92% is .92,  $0.92 \times 10 = 9.2$ , 9.2 rounds to 9, 9 points is 9/10
  - d. 65% is .65,  $0.65 \times 10 = 6.5$ , 6.5 rounds to 7, 7 points is 7/10
  - e. 12% is .12,  $0.12 \times 10 = 1.2$ , 1.2 rounds to 1, 1 point is 1/10
7. Write your HW score on your grade record sheet.
  8. Repeat for all HW assignments due so far, and update the total.

**Caution:** All online homework assignments are worth the same, even if they are different numbers of problems, and even if they are called “quizzes” or called “homework”. The number of problems in the assignment does not go on your GRS, only the percentage.