



Automatic Marks Step by Step Checklist

Change Log

Date	Section Number/Name	Change Description
10/28/14	Entire document	Update screenshots and breadcrumb trails
5/27/10	Task #2	Updated Ignore student functionality

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Automatic Marks will not calculate until the last day of the Reporting Term unless you have set the automatic marks up to calculate early. Setting up an early automatic mark calculation date is covered in Task #4 of this step by step checklist.

Example: If you are trying to calculate the Final for All Year courses using Automatic Marks the Final will not calculate until the last day of school.



Automatic Marks don't automatically calculate when the last day of the term arrives. The Automatic Mark job needs to be kicked off and then the marks will calculate.

Note: If a mark flows into StudentInformation from PB after automatic marks have been kicked off, the user will need to kick off the job again to update automatic marks.



To kick off the Automatic Marks job edit and save an Automatic Mark Rule, this will kick off the job to calculate the marks.









If you change a student's marks used in the automatic mark calculation the marks for only that one student will be recalculated. If you want to recalculate the marks for all students kick off the automatic mark job by editing an Automatic Mark Rule.

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Task #1 - Configure Marks Maintenance Table

1. Change Context to the building level and 10/11.
2. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Marks**.
3. Any school using automatic marks should have the **Average Point Threshold** column filled out for each mark except those marked as Alternate Marks.
4. The **Average Point Threshold** is the lowest value the student can receive to get the mark.
5. For example: On the **Marks Maintenance** screenshot following this step by step the **Average Point Threshold** for a mark of **C** is **1.85**. This means when StudentInformation averages the grades together, the average must be at least be 1.85 for the student to get a mark of C.
6. Also, each mark must have a different **Point Value**.
7. Example: If the school awards A, A-, and A+ each mark must have a different **Point Value**. The marks can't each have a **Point Value** of 4.0.
8. The screenshot following this step by step is an example of a school who incorrectly has all the A marks (A-, A+, A) set to a point value of 4.0 on the Marks Maintenance page. The student received an A+ for 1st Qtr and an A- for 2nd Qtr. As you can see in the screenshot, the student is getting is getting an A+ for the mark calculated by automatic marks, which logically doesn't make sense. An A+ and an A- don't average out to be an A+. This is why it is important that each mark have a unique **Point Value**.
9. F marks have a point value of zero. Marks of I, U, S for example typically have a point value of zero. In order for automatic marks to work properly the I, U, and S marks should be marked as **Alternate Marks**.
10. Marking them as **Alternate Marks** allows the school to keep the I, U, and S marks with a point value of zero and the marks won't interfere with automatic marks.
11. StudentInformation can't automatic mark alternate marks together.
12. Example: Student gets a I and U. Both marks are Alternate Marks. StudentInformation will not be able to automatic mark the two grades together. The grade you are trying to calculate will need to be manually entered versus being calculated by automatic marks.
13. StudentInformation also can't automatic mark a regular mark and an alternate mark together.
14. Example: Student received a B for 1st Qtr and an I for 2nd Qtr. Since the I is marked as an alternate mark StudentInformation can't automatic mark the two grades together. The grade will need to be hand entered.
15. If the school is a numeric school, the **Min and Max Numeric Mark** columns must be filled in.
16. It is very important that there are no gaps in the **Min and Max Numeric** columns.
17. A numeric school has the Marks Maintenance page setup as follows which is wrong. Notice the gaps in the **Min and Max Numeric Mark** values.

	Mark ^	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dg Mark	Active	
		A	A	EXCELLENT	4.000000	3.850000	95.00	98.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		A-	A-	EXCELLENT	3.700000	3.500000	93.00	94.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		A+	A+	EXCELLENT	4.100000	4.000000	99.00	100.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

18. If a student received a numeric grade of 94.00 for 1st qtr and 95.00 for 2nd qtr their average would be 94.50. Since there are gaps on the marks scale and the Min value for an A is 95.00 and the Max value for an A- is 94.00 the student wouldn't receive an average grade since 94.50 is missing from the scale.

Course Section	Mark	Value	General
9380 - PHYSICAL EDUCATION 8 GRADE: Section 21	1st 9 weeks	A+	<input type="text"/>
	1st Interim	<input type="text"/>	<input type="text"/>
	2nd 9 weeks	A-	<input type="text"/>
	2nd Interim	<input type="text"/>	<input type="text"/>
	Exam	<input type="text"/>	<input type="text"/>
	Semester Average (Auto)	A+ (Auto)	<input type="text"/>
	Final (Auto)	(Auto)	<input type="text"/>

19. Now we are ready to setup the Automatic Mark rules.

Marks Maintenance												
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.												
<input type="button" value="Add New"/>												
Mark	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dg Mark	Active
X	A+	A+	EXCELLENT	4.100000	4.000000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	A	A	EXCELLENT	4.000000	3.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	A-	A-	EXCELLENT	3.700000	3.500000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	B+	B+	GOOD	3.300000	3.150000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	B	B	GOOD	3.000000	2.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	B-	B-	GOOD	2.700000	2.500000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	C+	C+	AVERAGE	2.300000	2.150000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	C	C	AVERAGE	2.000000	1.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	C-	C-	AVERAGE	1.700000	1.500000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	D+	D+	POOR	1.300000	1.150000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	D	D	POOR	1.000000	0.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	D-	D-	POOR	0.700000	0.500000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	F	F	FAILING	0			1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	I	I	INCOMPLETE	0			1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X	P	P	PASSING	0			1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X	S	S	SATISFACTORY	0			1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X	W	W	WITHDRAWAL	0			1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only												
17 Records Displayed												

Task #2 - Setting up the Automatic Mark Rules

An Automatic Mark Rule should be setup for each grade the school wants to calculate. If a school has 1st semester and All Year courses two separate Automatic Mark Rules will need to be setup. One rule will be setup for 1st Semester Average for 1st Semester only classes and another rule for 1st Semester Average for All Year courses.

Automatic Mark Rules can be setup for just about any mark you want to calculate. If the school has quarter only classes, an automatic mark rule can be setup to move the quarter grade to the final slot. A separate Automatic Mark Rule will need to be setup for each quarter. Example: One rule to calculate 1st Quarter only classes, one rule to calculate 2nd Quarter only classes, one rule to calculate 3rd Quarter only classes and another rule to calculate 4th Quarter only classes.

1. Navigate to : **StudentInformation » Management » School Administration » Marks Administration Menu » Automatic Mark Maintenance.**
2. Click **Add Automatic Mark.**
3. Enter a 4 digit code.
4. In the example screenshot below, I named the code **1S1A.**
5. Next, in the **Name** field, enter a descriptive name. State Support suggests using names such as: 1st Sem Only 1st Sem Avg or 1st 9 weeks Only Final.
6. If desired, you can give a more detailed name or enter notes in the **Description** field.
7. In the **Marking Pattern Rule** dropdown, choose the mark you are trying to calculate.
8. In the example screenshot below, I have chosen 1Sem: Semester Average because I want StudentInformation to calculate the 1st Semester Average for 1st Semester only classes.
9. Next, choose how you want to handle students missing grades used in the automatic mark calculation in the **Missing Marks Handling** dropdown.
10. If you choose **Ignore Mark**, StudentInformation will not count the missing mark against the student and will base their grade on average of the other grades used in the calculation.
11. If you choose **Ignore Student**, automatic marks will not calculate for any of the student's course section assignments that are missing a mark used in the calculation.
12. If you choose **Use 0**, it is just like giving the student an F for any grade used in the automatic mark calculation this is missing.
13. Click **Save and Enter Details.**
14. The page will refresh and now a new button named **Add Member** will appear.
15. Click **Add Member.**
16. In the **Marking Pattern Rule** dropdown, choose the mark that will be used in the calculation.

17. In the example screenshot following this checklist, I chose to calculate 1st Sem Avg for 1st Sem Only classes. The school in the example calculates 1st Sem Avg by averaging Qtr1 at 40%, Qtr2 at 40%, 1st Exam at 20%.
18. I chose 1Sem: 1st 9 weeks. Be very careful not to choose Year:1st 9 weeks. Since I want to calculate 1st semester only I need to make sure I pick the correct one.
19. Next, in the **Weight** field, I will enter **40** because the school wants Qtr1 to account for 40% of the student's grade.
20. Click **Save and New**.
21. Now, add another member for 2nd Qtr.
22. Choose 1Sem: 2nd 9 weeks in the **Marking Pattern Rule** dropdown.
23. In the **Weight** field, enter **40** because the school wants Qtr2 to account for 40% of the student's grade.
24. Click **Save and New**.
25. Next, I chose **Marking Pattern Rule** equal to **1Sem: Exam**.
26. In the **Weight** field, I entered **20** and clicked **Save**.
27. You will receive the following message:

The automatic mark member was saved successfully

28. The three members I added are now displayed on the page. Don't be alarmed if the members aren't appearing in the order you added them.
29. If wrong marking pattern rule was chosen, please delete the member and add the correct one.
30. Click **Save** to kick off the automatic mark job and save your changes.
31. Please Note: Saving an automatic mark rule kicks off the **Automatic mark Cache Rebuild (School Year)** job on you Management screen.
32. Wait for the job to finish and go the Student Marks page for a student to see if the marks calculated.
33. If the marks didn't calculate, see the troubleshooting guide at the end of this step by step checklist.

Automatic Mark Maintenance
From this screen, you can display, add, change and delete data pertaining to automatic marks.

Marking Pattern Rule: 1Sem: 1st 9 weeks

Weight: 1Sem: 1st 9 weeks

Buttons: Save, Save And New

Marking Pattern Rules List:

- 1Sem: 1st 9 weeks
- 1Sem: 2nd Interim
- 1Sem: 2nd 9 weeks
- 1Sem: Exam
- 1Sem: Semester Average
- 1Sem: Final
- 2Sem: 3rd Interim
- 2Sem: 3rd 9 weeks
- 2Sem: 4th Interim
- 2Sem: 4th 9 weeks
- 2Sem: Exam
- 2Sem: Sem Avg
- 2Sem: Final
- 9wk1: 1st Interim Mark
- 9wk1: 1st 9 week mark
- 9wk1: 1st 9 week final mark
- 9wk2: 2nd 9 week interim mark
- 9wk2: 2nd 9 week mark
- 9wk2: 2nd 9 week final mark
- 9wk3: 3rd 9 week interim mark
- 9wk3: 3rd 9 week mark
- 9wk3: 3rd 9 week final mark
- 9wk4: 4th 9 week interim mark
- 9wk4: 4th 9 week mark
- 9wk4: 4th 9 week final mark
- Year: 1st Interim
- Year: 1st 9 weeks
- Year: 2nd Interim
- Year: 2nd 9 weeks
- Year: 1st Sem Exam

Warning Box:

When choosing the Marking Pattern Rules ensure you are picking the correct course term. In this example I am calculating 1st Semester Only courses 1st Semester Average. I want to make sure I'm choosing the marking pattern rule for 1Sem courses not the marking pattern rule for Year courses.

Task #3 - Spot checking students to make sure Automatic Marks are calculating correctly.

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Marks** » **Student Marks**.
2. In the screenshot above, the student has two 1st Semester only classes.
3. The student used in my examples throughout this task is taking two 1st Semester only classes – Computer Literacy I and Physical Education I.
4. In Computer Literacy I, the student received the following grades:

Course Section	Mark	Value
1400 - COMPUTER LITERACY I: Section 81	1st 9 weeks	<input type="text" value="A"/>
	2nd 9 weeks	<input type="text" value="A"/>
	Exam	<input type="text" value="B"/>

5. To figure out her average and make sure automatic marks is calculating the average properly, we need to look at the school's **Marks Maintenance** table.
6. Remember, the complete Marks Maintenance table screenshot can be found following Task #1 of this step by step checklist.
7. According to the table, the marks have the following point value:

Mark	Mark Name	Description	Point Value <input type="text" value="v"/>	Average Point Threshold
A+	A+	EXCELLENT	4.100000	4.000000
A	A	EXCELLENT	4.000000	3.850000
A-	A-	EXCELLENT	3.700000	3.500000
B+	B+	GOOD	3.300000	3.150000
B	B	GOOD	3.000000	2.850000

8. To compute the student's average grade, use the following formula:
Sum of each (Mark Point Value x Weight) / Sum of Weights
9.
$$\begin{array}{rcccccc} [(4.0 \times 40) / 100] & + & [(4.0 \times 40)/100] & + & [(3.0 \times 20)/100] & = & \text{Average} \\ 160/100 & + & 160/100 & + & 60/100 & = & \text{Average} \\ 1.60 & + & 1.60 & + & .60 & = & 3.8 \end{array}$$
9. The student's average for this course is a 3.8.
10. Next, we need to look at the Marks Maintenance table at the **Average Point Threshold** column.
11. The **Average Point Threshold** is the minimum point value the student must receive to get the grade.
12. The **Average Point Threshold** for an A+ is a 4.0 so the student doesn't meet the threshold.
13. The **Average Point Threshold** for an A is 3.85 so the student doesn't meet the threshold for an A.

14. The Average Point Threshold for an A- is a 3.50 and the student does meet the threshold since she her average is a 3.80.

Student Marks
From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only

Marking Pattern: 1st Semester Courses

Course Section	Int1 Int	9wk1 9 wk	Int2 Int	9wk2 9 wk	1Exam Exam	1Sem Avg	FIN F
1400 - COMPUTER LITERACY I Section 01 MR. M. HANOVER	B+	A	A-	A	B	A-	
9300 - PHYSICAL EDUCATION I Section 1 MRS. M. ALVAREZ	B		A	A	C	B+	

15. Now for the Physical Education I course, she received the following grades:

16. Since the automatic mark rule was setup to Ignore missing marks, StudentInformation will average the 1st 9 weeks mark and the Exam marks.

$$17. [(0 \times 40) / 60] + [(4 \times 40)/60] + [(2.0 \times 20)/60] = \text{Average}$$

$$0/60 + 160/60 + 40/60 = \text{Average}$$

Course Section	Mark	Value	General
9300 - PHYSICAL EDUCATION I: Section 1	1st 9 weeks		
	2nd 9 weeks	A	
	Exam	C	

$$0 + 2.666 + .666 = 3.332$$

18. The student's average for the course is a 3.332.

19. Next, we need to look at the Marks Maintenance table again at the **Average Point Threshold** column.

20. The **Average Point Threshold** is the minimum point value the student must receive to get the grade.

21. The **Average Point Threshold** for an A+ is a 4.0 so the student doesn't meet the threshold.

22. The **Average Point Threshold** for an A is 3.85 so the student doesn't meet the threshold for an A.

23. The **Average Point Threshold** for an A- is a 3.50 so the student doesn't meet the threshold for an A-.

Student Marks
From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only

Marking Pattern: 1st Semester Courses

Course Section	Int1 Int	9wk1 9 wk	Int2 Int	9wk2 9 wk	1Exam Exam	1Sem Avg	FIN F
1400 - COMPUTER LITERACY I Section 01 MR. M. HANOVER	B+	A	A-	A	B	A-	
9300 - PHYSICAL EDUCATION I Section 1 MRS. M. ALVAREZ	B		A	A	C	B+	



24. The **Average Point Threshold** for a B+ is a 3.15 so the student does meet the threshold since her average is a 3.399.

25. If the Missing Marks Handling was set to **Use 0** and the student would have gotten a C for her 1st Semester Average.

$$26. [(0 \times 40) / 100] + [(4 \times 40)/100] + [(2.0 \times 20)/100] = \text{Average}$$

$$0/100 + 160/100 + 40/100 = \text{Average}$$

$$0 + 1.60 + .40 = 2.00$$

Missing Marks Handling: Use 0  

Course Section	Int1 Int	9wk1 9 wk	Int2 Int	9wk2 9 wk	1Exm Exam	1Sem Avg	FIN F
1400 - COMPUTER LITERACY I Section 81 MR. M. HANOVER	B+	A	A-	A	B	A-	
9300 - PHYSICAL EDUCATION I Section 1 MRS. M. ALVAREZ	B		A	A	C	C	

Task #4 - Setting up Automatic Marks to calculate before the last day of the Reporting Term.

1. Navigate to : **StudentInformation » Management » School Administration » Marks Administration Menu » Automatic Mark Calculation Dates.**
2. Each physical or locked reporting term will show on the page.

Automatic Mark Calculation Dates
 From this screen, you can view, add, change and delete Automatic Mark Calculation Dates.

[\[Hide Reporting Terms\]](#)

Code	Name	Start	Stop	Mark Cutoff
Qtr1	Quarter 1	08/23/2010	10/22/2010	
Qtr2	Quarter 2	10/26/2010	01/13/2011	
Qtr3	Quarter 3	01/18/2011	03/24/2011	
Qtr4	Quarter 4	03/28/2011	05/27/2011	

To add a calculation date: Select a reporting term, a grade level, a calculation date and click the add button.
 To delete a calculation date: Click the red X next to the date you would like to remove.
 To edit a calculation date: Select the reporting term and grade level to edit. Choose a new date and click the add button.

Reporting Term: -- Select Reporting Term -- Grade Level: -- Select Grade Level -- Calculation Date: Add

Reporting Term	Grade Level	Calculation Date
There are no records to display		

3. For 2nd 9 weeks, the Stop date is 01/13/2011. This means if you want to calculate a mark and you use the 2nd 9 weeks mark in the calculation the marks will not calculate until 01/13/2011. Remember: The marks won't automatically calculate on 01/13/2011 you will have to kick off the job by editing an Automatic Mark Rule.
4. Some schools would like automatic marks to calculate early so teachers can verify grades. The **Automatic Mark Calculation Dates** page allows this functionality.
5. In the following example, the school wants the automatic marks to calculate on 01/03/2011 so the teachers have time to verify grades before report cards are printed.
6. In the **Reporting Term** dropdown, I selected **9wk2 – 2nd 9 weeks** because I want StudentInformation to calculate 1st Semester Averages early.
7. In the **Grade Level** dropdown, I selected grade 09.
8. In the **Calculation Date** dropdown, I selected 01/03/2011.

To add a calculation date: Select a reporting term, a grade level, a calculation date and click the add button.
 To delete a calculation date: Click the red X next to the date you would like to remove.
 To edit a calculation date: Select the reporting term and grade level to edit. Choose a new date and click the add button.

Reporting Term: -- Select Reporting Term -- Grade Level: -- Select Grade Level -- Calculation Date: Add

	Reporting Term	Grade Level	Calculation Date
X	Qtr2 - Quarter 2	10 - 10	01/03/2011

9. Next, I clicked **Add**.
10. Since the school wants the 1st Semester Average to calculate early for entire school, I will need to perform the above steps for each grade level.

11. Another example of when a school might want to calculate grades early is at the end of the year.
12. Many Elementary schools hand out report cards to the students on the last day. This means the report cards must be printed and ready to go on the last day of school. Since automatic marks don't calculate until the last day, the school can setup the ***Automatic Mark Calculation Dates*** to make the marks calculate early.
13. An example of when a school would only want a certain grade level to calculate early would be graduating Seniors. Often Seniors end the school year early. The High School could setup an ***Automatic Mark Calculation Date*** for only Seniors. That way the Seniors' grades calculate early but the other grade levels don't.

Task #5 - Automatic Marks aren't calculating. What should I check?

1. First, check to see if it is the last day of the reporting term.
2. If you are trying to get 1st Semester Averages to calculate and 2nd Qtr is one of the marks used to calculate 1st Semester Average and 2nd Qtr ends tomorrow, the marks will not calculate until tomorrow.
3. Remember: You kick off the automatic mark job by editing the automatic mark rule and saving. The automatic marks aren't going to automatically calculate.
4. If you want the marks to calculate early, setup an Automatic Mark Calculation Date as detailed in Task #4 above.
5. If the marks still aren't calculating verify the physical and virtual reporting terms are in the correct order in Reporting Terms Maintenance. (Qtr 1 is first then 1st Interim then Qtr 2, etc.)
6. If the marks still aren't calculating, edit the automatic mark rule and make sure the correct marking pattern rule was chosen. For example: If you are trying to calculate 1st Semester Only classes Final, make sure you chose the marking pattern rule for 1st Semester Only.
7. When you delete the members and add them back, you will receive the following message, please ignore the message and press **Click here** to continue.

Automatic Mark Maintenance

The Data You Attempted to Update has Changed

The update could not be performed because the data has changed since being loaded

The data will need to be reloaded before an update can be performed.
[Click here](#) to reload the data.

8. The **Automatic Mark Cache Rebuild** job will be sent to your Management screen. Wait for the job to finish and go to the Student Marks page for a student to see if the marks are now calculating.
9. If the marks still aren't calculating, go to the Marks Maintenance page and verify your setups. Please refer to Task #1 in this step by step for detailed automatic mark setup guidelines.
10. If the marks still aren't calculating after doing all the above steps, contact your ITC or submit a Help Desk ticket to State Support.

Task #6 - Automatic Marks are calculating but the marks are incorrect. What should I check?

1. If a student is receiving a B for her average and you know she should have a C, check the **Average Point Threshold** column. Most likely a threshold needs adjusted.
2. Edit the Mark Maintenance table and change the **Average Point Threshold**.
3. Now, edit an automatic mark rule and save to kick off the job.
4. Once the job has finished, go to a Student Marks page to see if the grades are now correct.
5. If the school is a numeric school, also check the Min and Max Numeric Mark Column to ensure there are no overlaps.
6. If an A is a 93-100 then you also can't have a mark S with a min and max value of 93-100. There should be no overlaps on the Min and Max Numeric values.
7. If the marks still aren't calculating after doing the above steps, contact your ITC or submit a Help Desk ticket to State Support.