

# Preparing and Submitting 3rd Quarter Grades

## Grades 4 – 8

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### **Grades are due Monday, 3/21 at 8am**

A set of instructions are posted after these Grade Band reminders to guide you through submitting your grades for Quarter 3.

**As you work through your gradebooks, please be sure of the accuracy of your grades, as well as spelling and grammar of narratives.**

We will email the PDF file with your students' report cards for review. Please inform Susan if there are any errors that will need correction in the gradebook.

Dr. Hoynes will review final report cards and report cards will be emailed home.

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#### ***Grade 4 Reminder:***

- Conduct and Effort grades are required, but do not require a narrative.
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#### ***Grade 4-8 Reminders:***

- Complete comments within the subject areas of the gradebooks for students.
  - A list of comments, and how to enter comments, is included in this resource guide.
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#### **In this resource guide:**

1. Inputting Effort and/or Conduct grades (Grades 4) – Effort or Conduct category, as well as an effort or conduct column
2. Checking grades to make sure everyone has a grade
3. Leaving a “Comment”
4. Marking your gradebooks ready for submission

## 1. Effort and/or Conduct (4<sup>th</sup> Grade)

In your effort and conduct gradebooks, the assignment column has to be tied to a category that is 100% of the grade in order for that grade to calculate properly. Make sure the Category/Column Weighting is correct for the Effort gradebook and/or the Conduct gradebook.

Within the Effort or Conduct gradebook, go to the Grading tab, and select Category/Column Weighting:

Select the Weighting tab

This particular teacher zeroed out the weights, and assigned Classwork with 100% of the overall weight.

It may be a good idea to create a new category called Combined Effort and weight it 100%.

The screenshot shows the 'Grading' interface with the 'Weighting' tab selected. The 'Category Weighting' section is expanded, showing a table of categories with their weights and percentages. The 'Classwork' category is set to 1.0 weight and 100.00% percentage.

Category Name	Weight	Percentage	Color	Delete	Hide
Quiz*	(0.00)			<input type="radio"/>	<input checked="" type="checkbox"/>
Homework*	(0.00)			<input type="radio"/>	<input checked="" type="checkbox"/>
Test*	(0.00)			<input type="radio"/>	<input checked="" type="checkbox"/>
BackPack HW*	(0.00)			<input type="radio"/>	<input checked="" type="checkbox"/>
Final Project*	(0.00)			<input type="radio"/>	<input checked="" type="checkbox"/>
Classwork	1.00	100.00%		<input type="radio"/>	<input type="checkbox"/>

Just make sure that, whatever you decide to do, you have **one** category that is assigned **100%** of the weight.

Go back to the gradebook, create a new column in the gradebook, and assign it to the category that you have assigned as 100% of the grade.

This column **MUST** be counted in averages to be included on the report card.

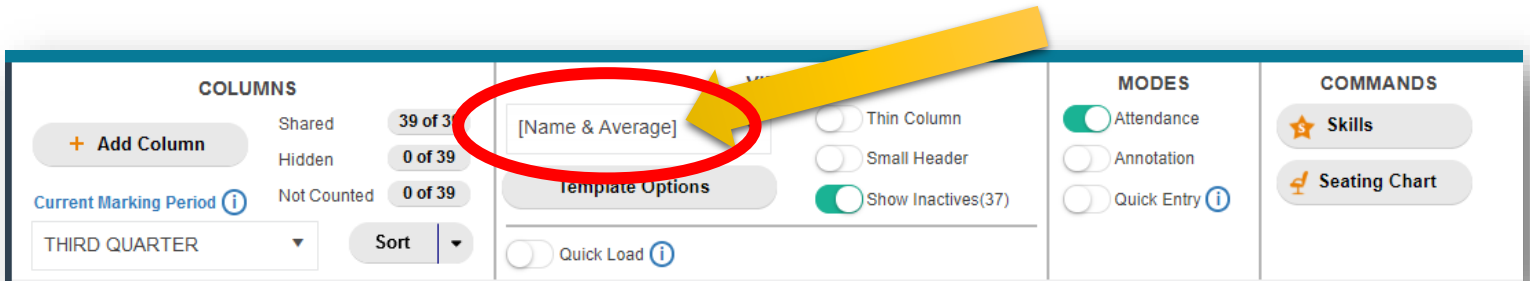
The 'Add Column' dialog is open, showing fields for Name, Description, Category, Maximum Possible Points, Date, and Marking Period. The 'Count in Averages' checkbox is checked and highlighted with a red box.

Count in Averages

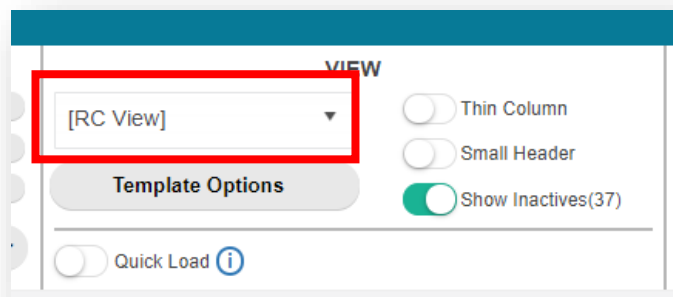
## 2. Checking over your gradebook:

Make sure that every assignment has a score.

Currently, you probably have your gradebook view set to [Name and Average] or [Custom view].



Select [RC view], Report Card View, to confirm Quarter 3 grades.



This view will show you each marking period.

In the Quarter 3 Marking, column you will see the percent and the letter grade.

AVERAGE	AVERAGE	MEXAM	AVERAGE	AVERAGE	EXAM	FINAL
MARKING PE...	MARKING PE...	MIDTERM EX...	MARKING PE...	MARKING PE...	FINAL EXAM	FINALGRADE
Q1	Q2	EXAM	Q3	Q4	EXAM	FINAL
01-04 14:50	01-03 12:11	12-15-2021	02-28 10:59		<a href="#">Click here to...</a>	01-04 14:50
		100.00				<a href="#">Calculate</a>
AVERAGE	AVERAGE	Exam: M...	AVERAGE	AVERAGE	Exam: E...	FINAL
90.35 B+	88.24 B	79.0 C	89.60 B+			88.27 B

Confirm that there are no blanks for the Quarter grade in this view.

**DO NOT ROUND.**

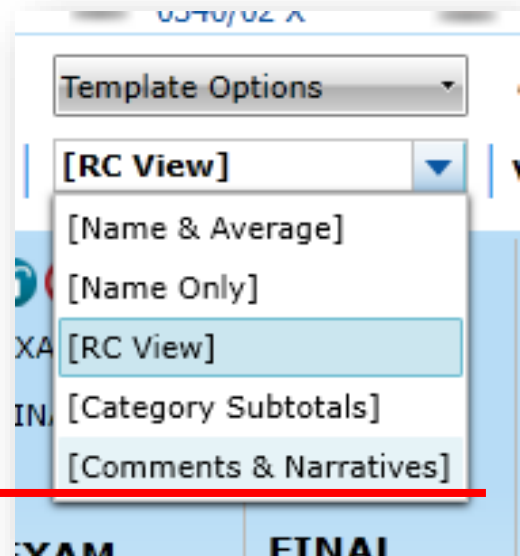
The gradebook will automatically round up to the next LETTER GRADE if a student is on the cusp.

Note that the letter grade for 79.89 reflects a C+; the 75.68 reflects a C letter grade, and the 92.55 rounds to the A letter grade.

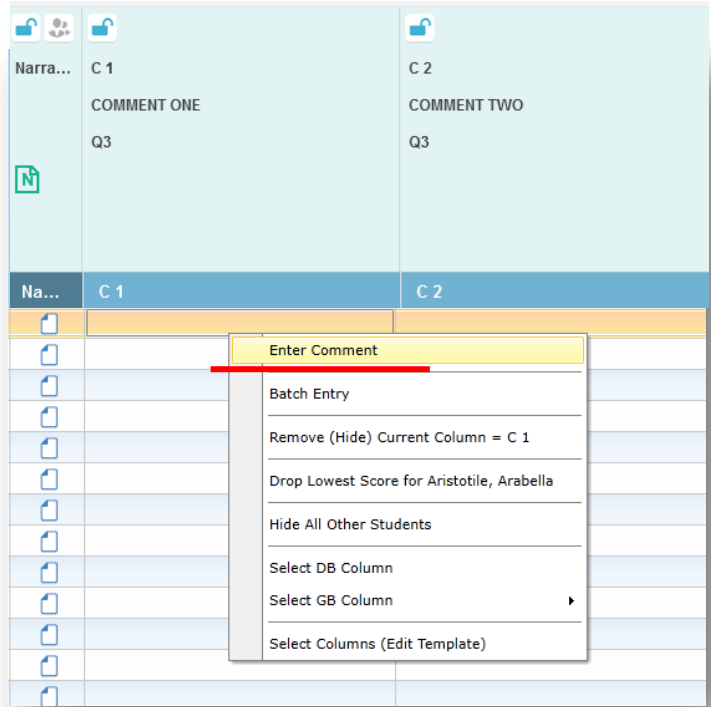
AVERAGE	MARKING PERIOD	MARKING PERIOD
Q3	Q4	
02-28 09:30		
87.59		
AVERAGE	AVERAGE	
95.43	A	
90.95	A-	
79.89	C+	
75.68	C	
97.34	A	
94.28	A	
92.44	A-	
93.68	A	
92.55	A	
99.19	A+	

### 3. Leaving a Comment

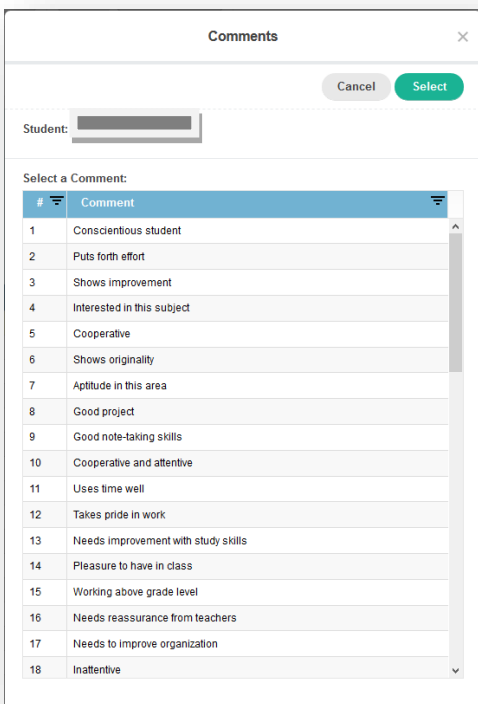
Change your gradebook view from [RC View] to [Comments & Narratives]



Right click on the comment field to reveal a drop down window and select Enter Comment to choose from a list of comments.



Select one of the following comments to populate the Comment 1 field.



Repeat these steps for Comment 2.

	COM 1	COM 2
	4-Interested in this subject	9-Good note-taking skills

To clear comments, click on the field and delete the comment by using the delete or backspace key.

## Report Card Comments

Enter the number to populate the comment field

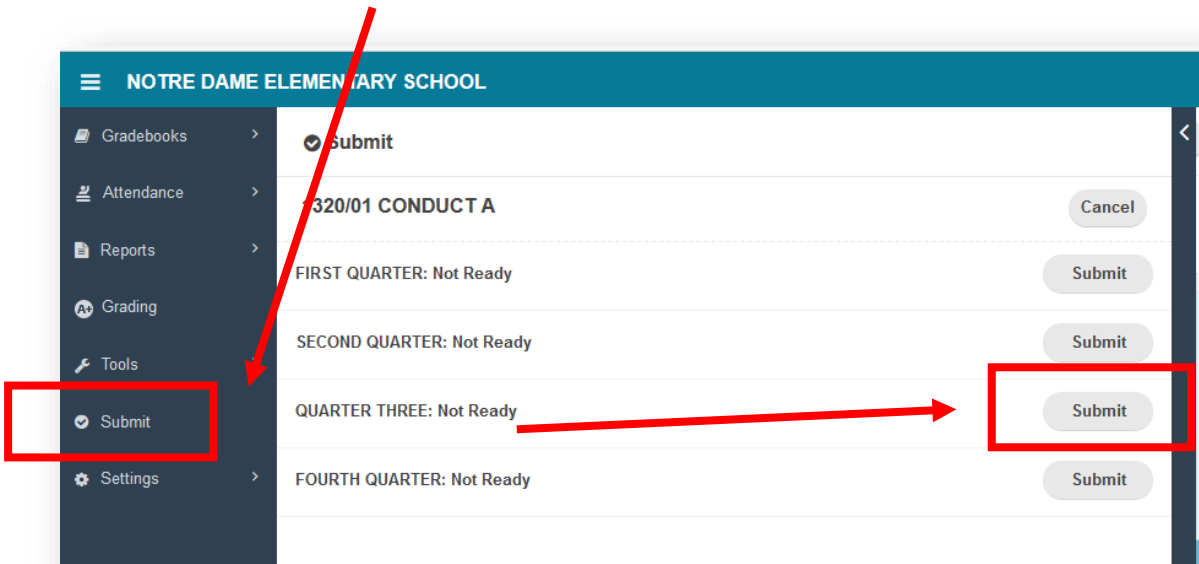
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1	Conscientious student	51	Consistently tardy
2	Puts forth effort	52	Cuts class
3	Shows improvement	53	Puts forth little effort
4	Interested in this subject	54	Needs your encouragement
5	Cooperative	55	Should develop listening skills
6	Shows originality	56	Should develop note-taking skills
7	Aptitude in this area	57	Fails to bring materials to class
8	Good project	58	Homework assignments not completed
9	Good note-taking skills	59	Poor test grades
10	Cooperative and attentive	60	Talks too much
11	Uses time well	61	Wastes time
12	Takes pride in work	62	Poor attitude toward this class
13	Needs improvement with study skills	63	Disrupts the class
14	Pleasure to have in class	64	Unprepared for class
15	Working above grade level	65	Does not participate in class
16	Needs reassurance from teachers	66	Takes poor notes
17	Needs to improve organization	67	Does not complete assigned work
18	Inattentive	68	Irregular attendance
19	Overall poor attitude	69	Parent-Teacher conference desired
20	Needs to improve effort	70	Written work needs improvement
21	Strives to reach full potential	71	Careless or inaccurate work
22	Shows enthusiasm	72	Creates a disturbance
23	Sets a good example in class	73	Lacks persistence
24	Enhances group discussions	74	Irregular attendance
25	Excessive talking	75	Neglects home study
26	Struggles to stay on task	76	Lacks knowledge of basic grammar

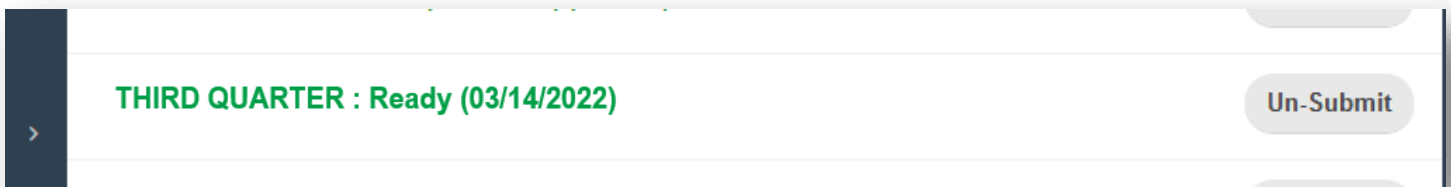
#### 4. Marking your gradebooks “Ready” for submission

When you are finished checking your gradebook, you are ready to submit your grades.

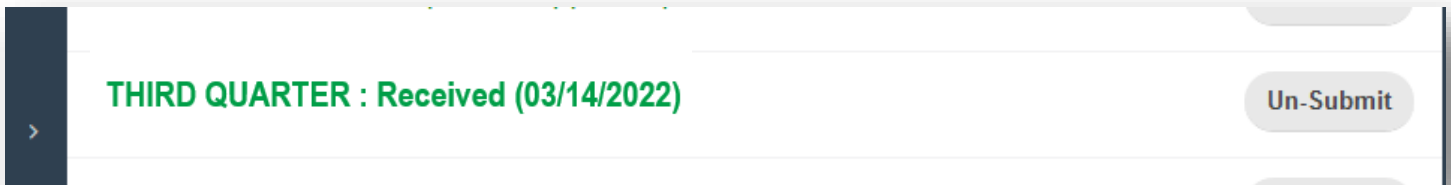
- a. Select the “Submit” link to the left of the page:



- b. To mark this gradebook as ready, **click on “Submit”**, and the status will change to Ready with the date.



- c. After grades are pulled, you will see that the “Ready (followed by date)” will become “**Received (followed by date)**” and “(Locked)” may appear if gradebooks have been locked to prevent changes.



**You must mark your gradebooks ready one section gradebook at a time. It is a safety measure to ensure that you have looked over each of your gradebooks prior to submitting your grades.**

## 5. Special Case Scenarios

Sometimes you will have special case scenarios: students with extended illness making up work or students who are absent and missing assignments in the last week of the quarter.

- Let Dr. Hoynes know who these students are **before** the end of the quarter.
- Put “NS” as a grade for assignments that are Not Submitted and make an annotation on the grade.

An “NS” is equal to a zero, indicating that the student has not yet submitted the assignment, therefore impacting the student’s grade.

Because NS impacts the grade, it raises flags for parents and students to investigate what is causing the low grade.

An I (incomplete) is equal to an exempt, having no impact on a student’s grade.

- When the student has made up the work, update your gradebook and let Dr. Hoynes know the student’s updated quarter grade.
- Once you have notified Dr. Hoynes, a new report card will be generated.

## 6. Trouble shooting

What if the percentages are not adding up correctly?

- Do you have your assignments properly assigned to the correct categories?
- Did you change the saving speed to your gradebook, i.e. **Standard, Turbo, SuperTurbo**?
- Go to Settings, then select General Settings

The screenshot shows the 'General Settings' page. On the left is a dark sidebar with menu items: Gradebooks, Attendance, Reports, Grading, Tools, Submit, and Settings. The main content area has a 'General Settings' header with a gear icon and 'Cancel' and 'Save' buttons. Below is the 'Score Options' section with a dropdown arrow. Underneath are three sections of radio button options: 'Entered score exceeds maximum possible points' (Allow, Warn, Do Not Allow), 'Enter key moves focus' (Down, Right), and 'Number of decimal places to use' (0, 1, 2). The 'Turbo Mode Settings' section at the bottom has two options: 'Standard: Auto-save scores ON; Auto-calculate averages ON' (checked) and 'Turbo: Auto-save scores ON, Auto-calculate averages OFF'. A yellow arrow points from a text box on the right to the 'Standard' option.

Your gradebook should be set to  
“Standard”