Preparing and Submitting 4th Quarter, Exam and Final Grades

Grades 4 – 8

Grades for 8th grade are due by 3pm Tuesday, May 17

Grades for 4th - 7th grades are due by 8am on Thursday, May 19

A set of instructions are posted after the Grade Band reminders below to guide you through submitting Quarter 4, Exam (if applicable) and Final grades.

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 for updates.

Final report cards will be printed for teacher and principal signatures and mailing**.**

Grade 4 Reminder:

- Conduct and Effort grades are required, but do not require a narrative.

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.

Grade 7-8 ELA, Math, Science, Social Studies:

- In the RC View, set up Final Exam column with description, date, points possible and public. Enter exam grades as you would a regular assignment grade.

Academic and Specials Electives

- Please see separate resource guide for submitting Quarter 4 *and* Final Grade for your elective

In this resource guide:

1. **Grade 4:** Inputting Effort and/or Conduct grades – Effort or Conduct category, as well as an effort or conduct column
2. Reviewing grades to make sure everyone has a grade
3. Leaving a "Comment"
4. **Grades 7 & 8 ELA, Math, Science, Social Studies:** Setting up the Final Exam Column
5. Calculating the Final Grade
6. Marking your gradebooks ready for submission

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1. **Grade 4: Effort and/or Conduct**

Weighting for Effort and/or Conduct should be set from Quarter 1.

Review the settings such that the assignment column is 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%.

Just make sure that, whatever you decide to do, you have **one** category that is assigned **100%** of the weight.
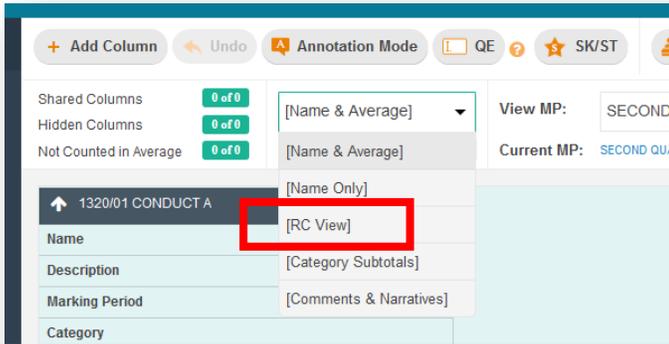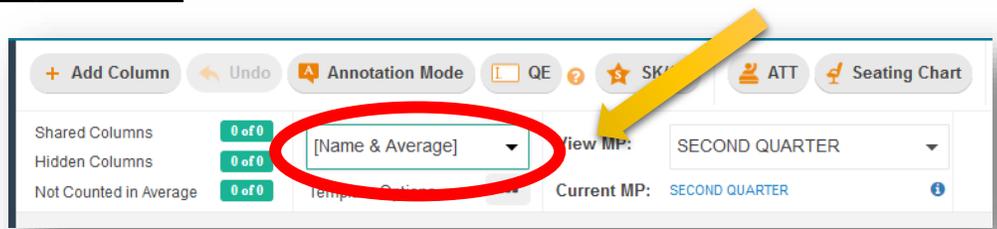
Go back to the gradebook, create a new column in the gradebook, and assign it to the category that you have assigned as 100% of the grade.

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

2. **Grades 4-8: Reviewing your gradebook:**

Make sure that every assignment has a score.

Currently, your gradebook view may be set to [Name and Average] or [Custom view].

Make sure that the quarter average and letter grade is correct.

Select [RC view], Report Card View, to confirm Quarter 2 grades.

This view will show you each marking period.

In the Quarter 4 Marking, column you will see the percent and the letter grade.

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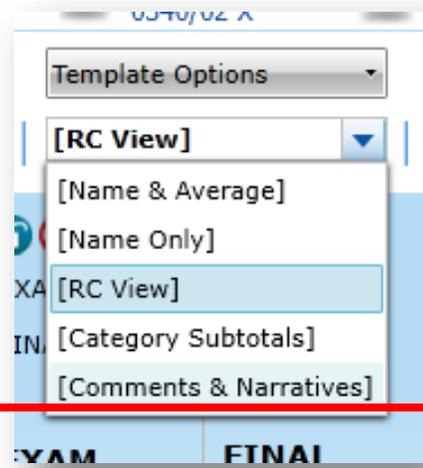

DO NOT ROUND.

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,

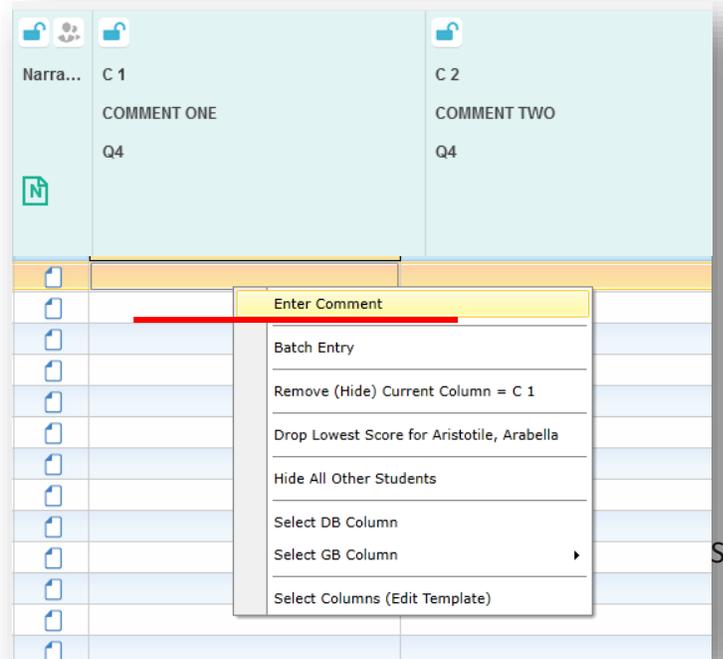and the 92.55 rounds to the A letter grade.

3. Leaving a Comment

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

Template Options

[RC View] ▼

[Name & Average]

[Name Only]

[RC View]

[Category Subtotals]

[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.

Narra...	C 1	C 2
	COMMENT ONE	COMMENT TWO
	Q4	Q4

Enter Comment

Batch Entry

Remove (Hide) Current Column = C 1

Drop Lowest Score for Aristotile, Arabella

Hide All Other Students

Select DB Column

Select GB Column ▶

Select Columns (Edit Template)

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

Comments ✕

Cancel   Select

Student:

Select a Comment:

#	Comment
1	Conscientious student
2	Puts forth effort
3	Shows improvement
4	Interested in this subject
5	Cooperative
6	Shows originality
7	Aptitude in this area
8	Good project
9	Good note-taking skills
10	Cooperative and attentive
11	Uses time well
12	Takes pride in work
13	Needs improvement with study skills
14	Pleasure to have in class
15	Working above grade level
16	Needs reassurance from teachers
17	Needs to improve organization
18	Inattentive

Repeat these steps for Comment 2.

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

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

Report Card Comments

Enter the number to populate the comment field

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. Grades 7 & 8 ELA, Math, Science, Social Studies: Setting up the Final Exam Column

If you do not have an exam, go to Step 5, submitting Quarter 4 Grades.

Set the points possible for your exam and make it viewable to the public.

Click on the "Click here to see column details"

A window will pop up – set your Maximum Points Possible and the date of your exam.

Make sure the check box next to Public is checked, so that the score is visible to students and parents when the PlusPortals Administrator makes them visible.

Note – Exam grades are not visible to parents/students until made visible by the system administrator, date TBD.

Marking these columns as public ensures that the grades are visible when the system administrator opens the columns to the public.

Optional: Locking the Column:

Locking the column sets the column so that no changes (including adding grades) are possible. You have the option of locking the column AFTER you have entered grades, to ensure that nothing changes.

Click OK to save your changes.
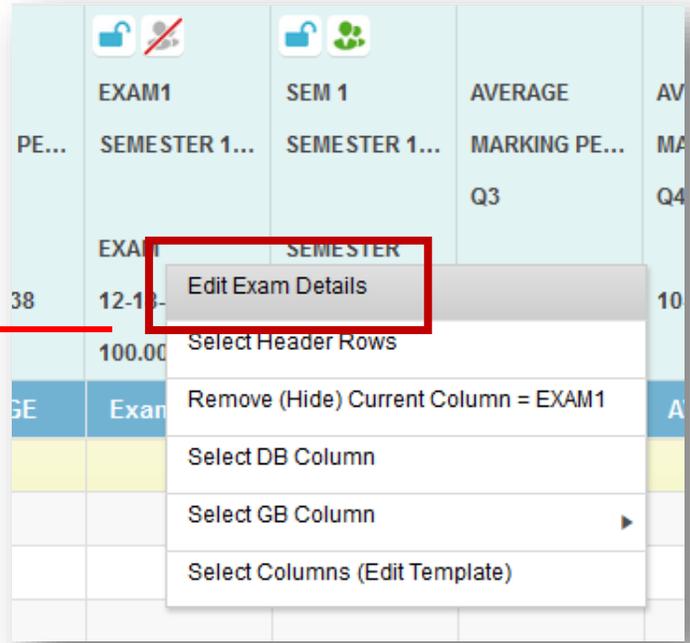
To edit these details after you have already entered them, hover over the word "Exam" at the top of the column and right click to open a menu. Select the first option: Edit Exam Details.

Set each gradebook Exam column one at a time.

There is no function to copy and paste from another section of the same course.

After you have graded exams, enter the points earned in the cell that corresponds to the student.

The Final Exam grade will calculate into the Final Grade at the end of the year.

5. Calculating the Final Grade

The Final Grade is an average of the percentages earned from each quarter.

First, make the column public.
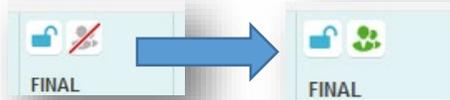
Note, the final grade will not be public to parents/students until the system administrator sets the grades to public on the back end, date TBD.

Setting the column to public ensures that the Final Grade *will* be visible to Parents/Students in PlusPortals when the system administrator makes Quarter 4 and Final grades visible.

To update the Final Grade, you must press the Calculate button in the header of the Final column.

Notice that after pressing calculate the FINAL percent has changed.

If the percent moves a student into a lower or higher letter grade, the letter grade will change also reflect the new corresponding percent.

After making any grade changes, either in the quarter view or in the RC View, YOU MUST PRESS CALCULATE from the FINAL column TO UPDATE THE NEW FINAL GRADE in each section of your gradebook.
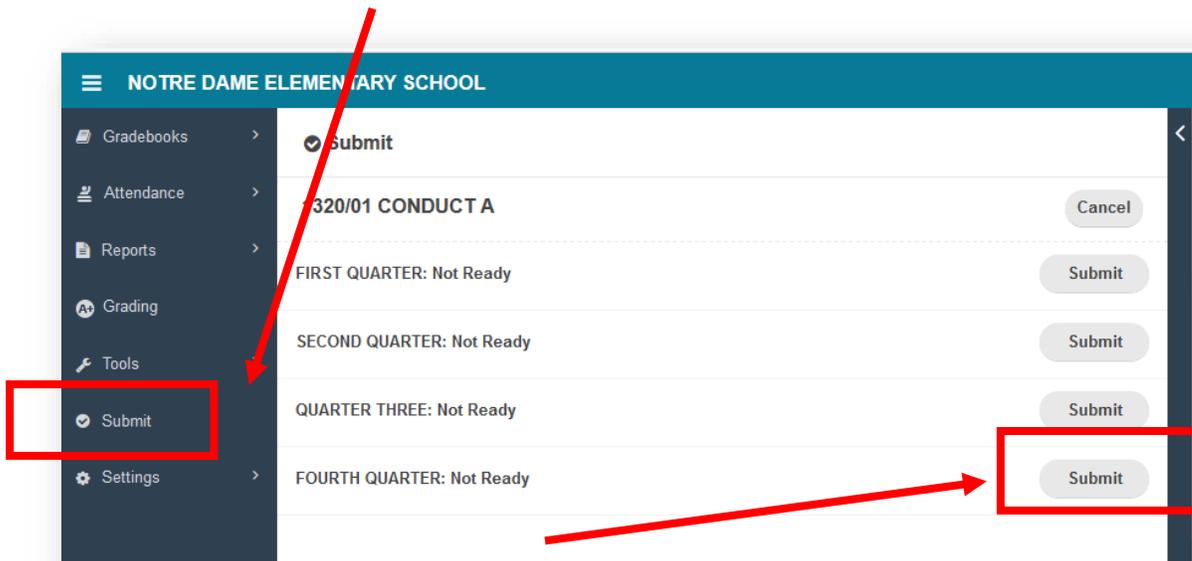
You are now ready to submit your grades

6. 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. **For courses with a final exam,** clicking submit will submit **both** quarter 4 and the final exam.
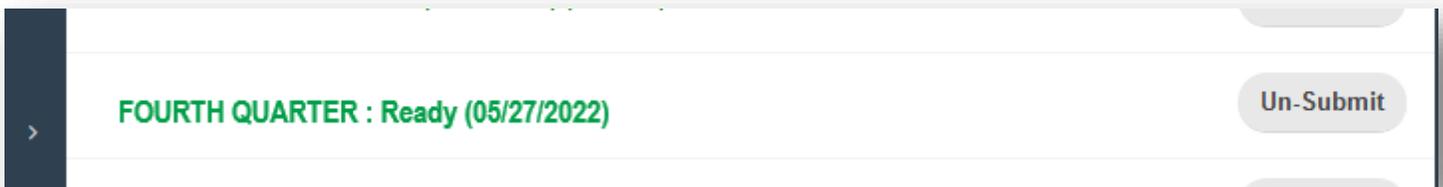
c. After grades are pulled, you will see that the "Ready (followed by date)" will become **"Received (followed by date)"** and "(Locked)" may appear if gradebooks have been locked to prevent changes.
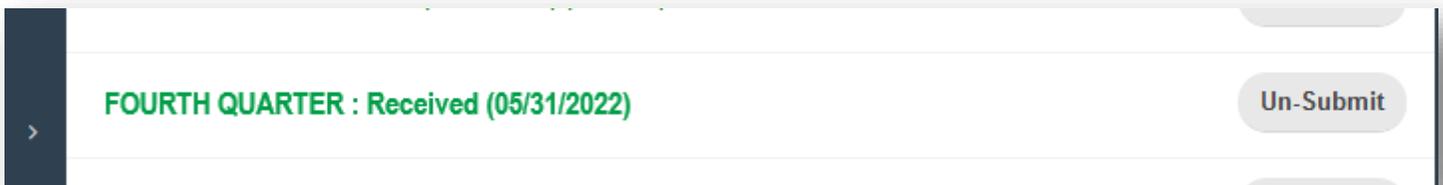
You must mark your gradebooks ready one section gradebook at a time. It is a safety measure to ensure that you have looked over each of your gradebooks prior to submitting your grades.

7. 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.

a. Let Dr. Hoynes know who these students are **before** the end of the quarter.
b. 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.

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

8. 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

Your gradebook should be set to "Standard"