

Preparing your Gradebook for the end of Quarter 2

Junior High Academic and Specials Electives

Grades are due Monday, 12/20 at 8am

Junior High Electives will reflect a Quarter Grade and a Final Grade on the Report Card

As you work through your gradebooks, please be sure of the accuracy of your grades.

After the break, 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 the week we return from break. Report Cards will be emailed home at the end of the week.

In this resource guide:

1. Reviewing gradebooks to make sure everyone has a quarter grade
2. Leaving a "Comment"
3. Calculating the Final Grade
4. Marking your gradebooks ready for submission

Ending Quarter 2 – FAQs for Electives Teachers

1. **Do I have to set the weights for the quarters:** **NO – weighting is set up internally**
2. **Do I have to round:** **NO – the system rounds for students who are on the cusp**
3. **Do I have to mark the quarter column and the Final Grade column as ready in separate steps?** **NO – by marking quarter 2 as ready, the program will automatically mark the final as well.**

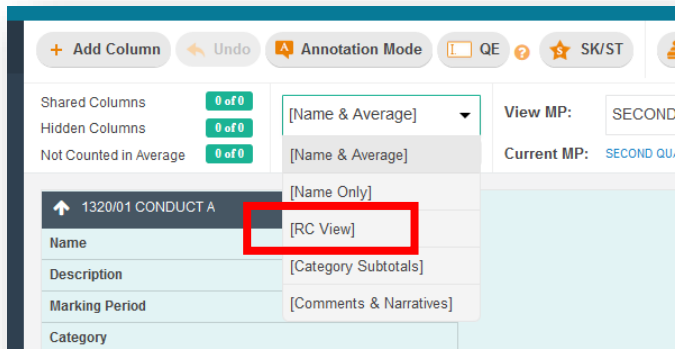
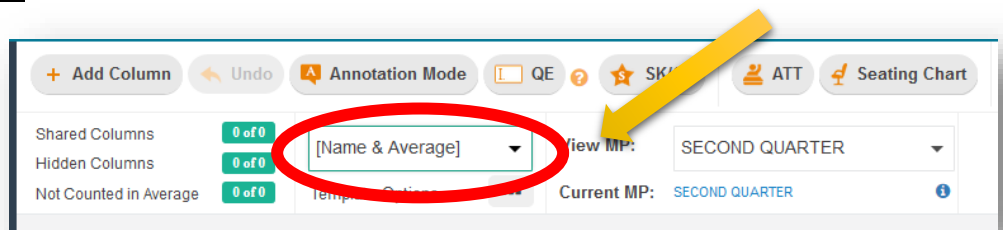
You must mark your gradebook ready one section at a time. It is a safety measure to ensure that you have looked over each of your gradebooks prior to submitting your grades.

4. **Electives do not have Mid-Term Exams; leave the Mid-Term exam column blank.**

1. 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 2 Marking, column you will see the percent and the letter grade.

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

AVERAGE	AVERAGE	AVERAGE	AVERAGE	EXAM	FINAL
MARKING PE...	MARKING PE...	MARKING PE...	MARKING PE...	FINAL EXAM	FINAL GRADE
Q1	Q2	Q3	Q4	EXAM	FINAL
10-24 10:38		08-19 09:44	08-19 09:44	Click here to...	08-19 09:44
AVERAGE	AVERAGE	AVERAGE	AVERAGE	Exam: EX...	FINAL
100.00 O	100.00 O				
90.00 S+	90.00 S+				

DO NOT ROUND.

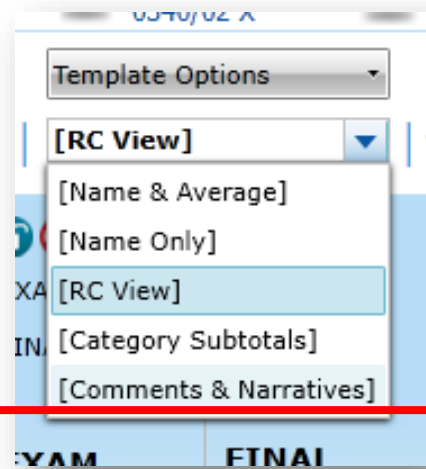
The gradebook will automatically round up to the next LETTER GRADE if a student is on the cusp

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.

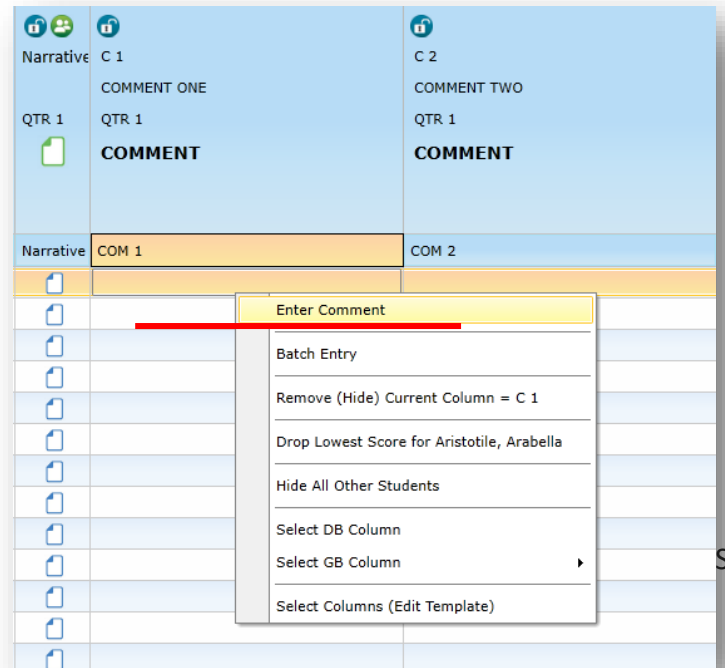
AVERAGE	AVERAGE
Marking Period	Marking Period
QTR 1	QTR 2
10-02 14:44	10-02 14:44
91.98	
Avg: QTR 1	Avg: QTR 2
95.43 A	
90.95 A-	
79.89 C+	
75.68 C	
97.34 A	
94.28 A	
92.44 A-	
93.68 A	
92.55 A	
99.19 A+	

2. Leaving a Comment

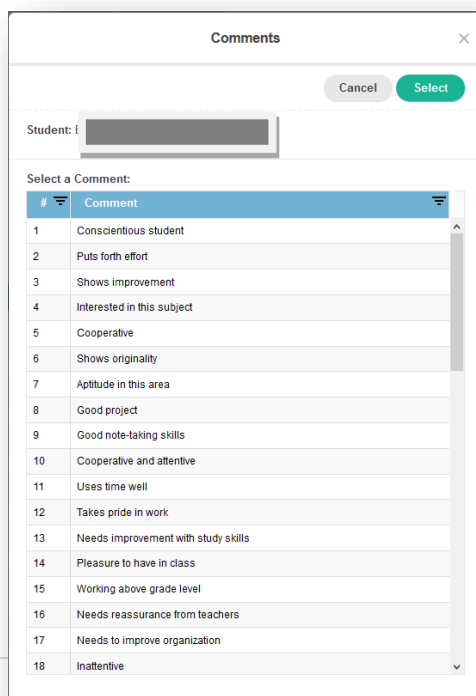
Change your gradebook view from [RC View] to [Comments & Narratives]



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.

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

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

Report Card Comments

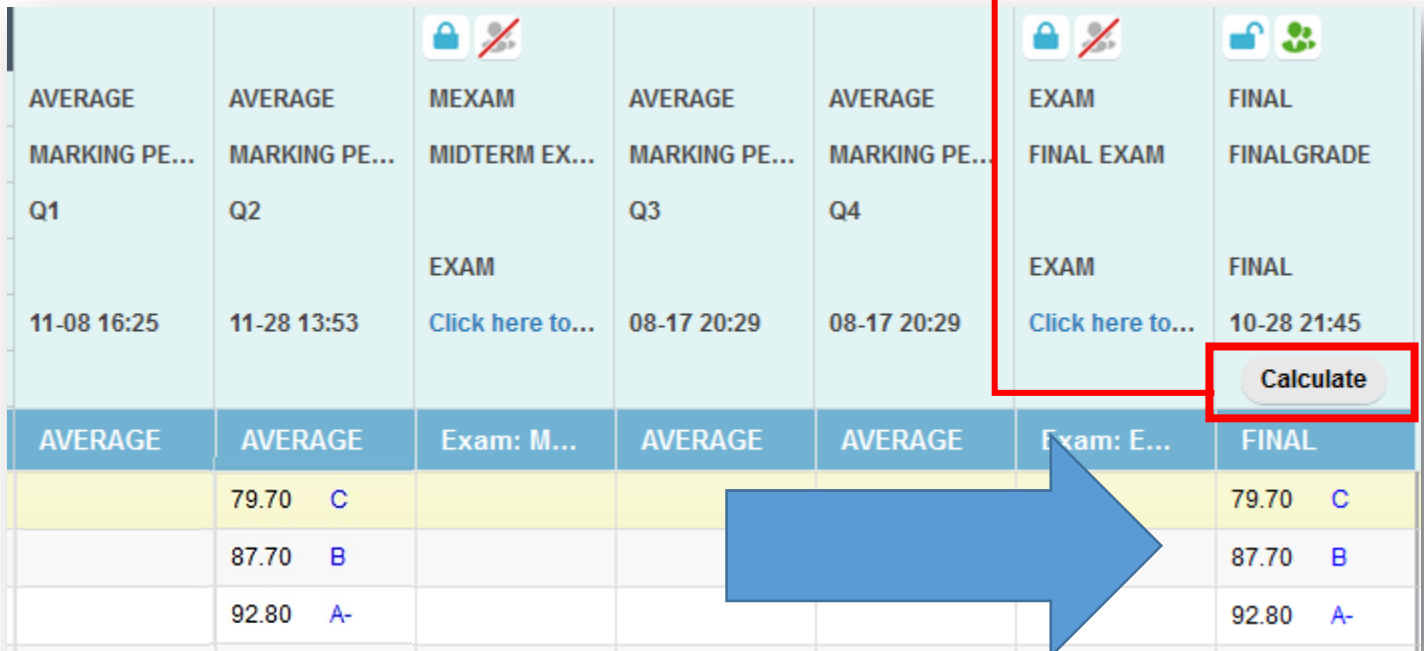
Enter the number to populate the comment field.

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

The Final Grade for Junior High Electives is equal to the Quarter 2 percent and the. The Final percent determines the Final letter grade.

3. Calculating the Final Grade

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



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
11-08 16:25	11-28 13:53	Click here to...	08-17 20:29	08-17 20:29	Click here to...	10-28 21:45
AVERAGE	AVERAGE	Exam: M...	AVERAGE	AVERAGE	Exam: E...	FINAL
	79.70 C					79.70 C
	87.70 B					87.70 B
	92.80 A-					92.80 A-

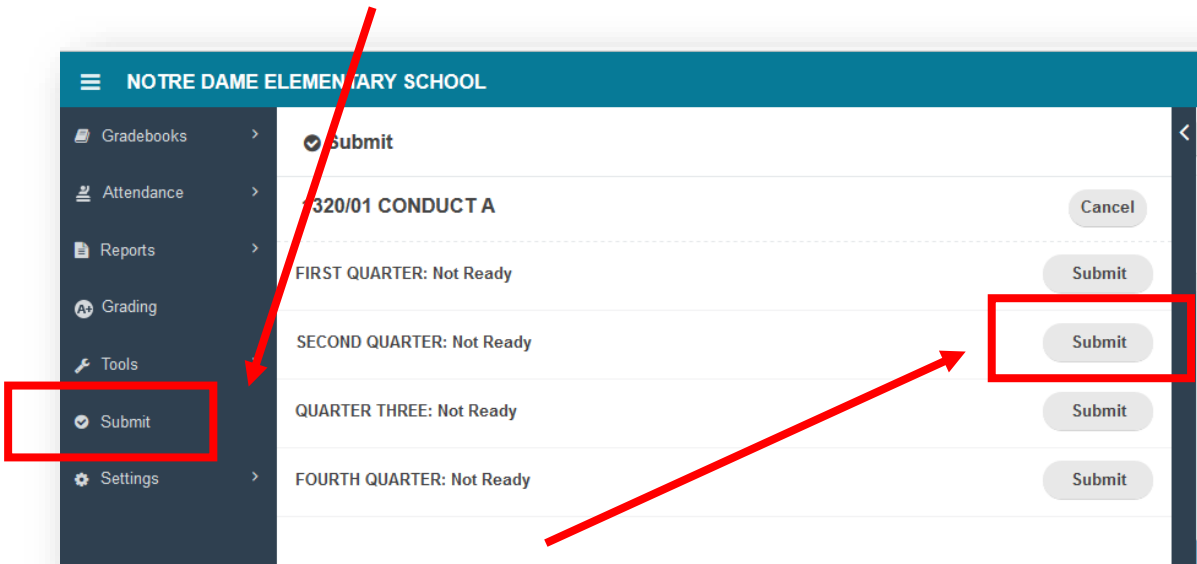
After making any grade changes, either in the quarter view or in the RC View, **YOU MUST PRESS CALCULATE** from the FINAL GRADE column header TO UPDATE THE FINAL GRADE.

You are now ready to submit your grades for the Quarter 2.

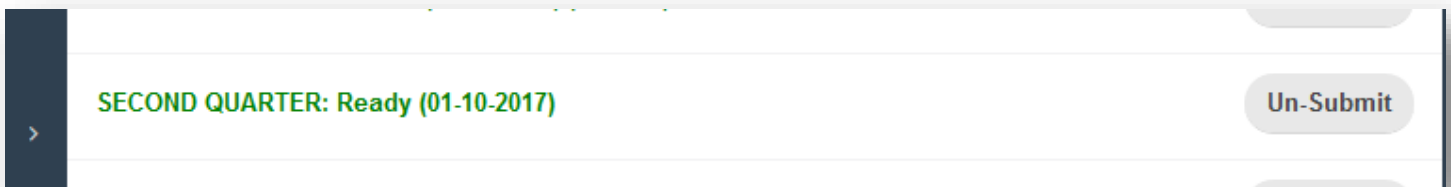
4. Marking your gradebooks “Ready” for submission

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

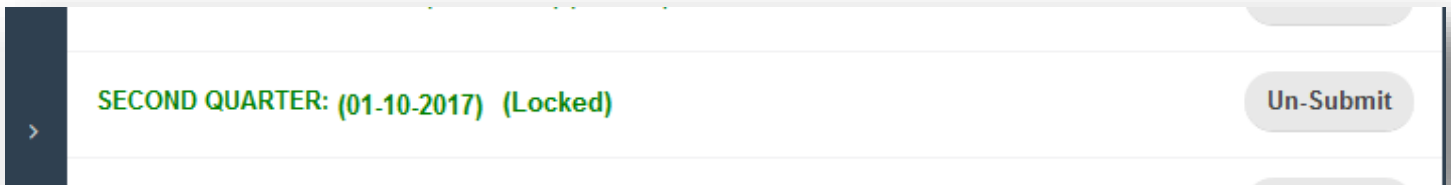
- a. Select the “Submit” link to the left of the page:



- 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.

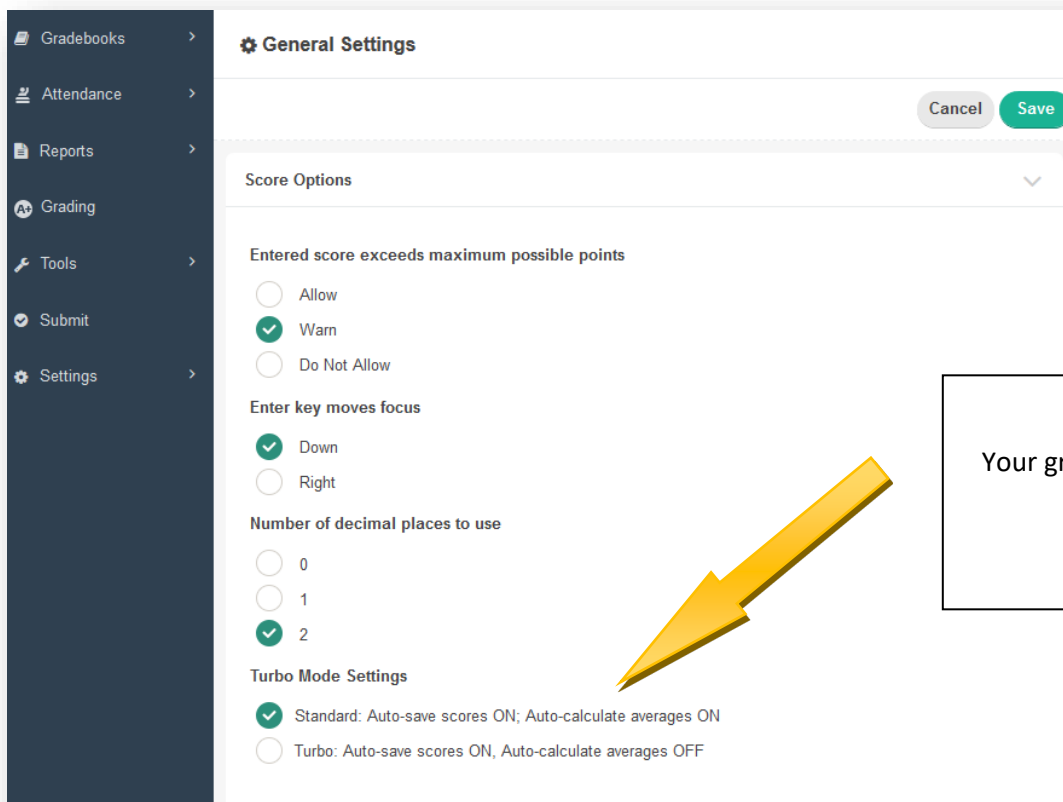
An I (incomplete) is equal to an exempt, having no impact on a student’s grade.

- 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 title 'General Settings' and a 'Save' button. Under 'Score Options', there are three radio buttons: 'Allow', 'Warn' (checked), and 'Do Not Allow'. Under 'Enter key moves focus', there are three radio buttons: 'Down' (checked), 'Right', and 'Do Not Allow'. Under 'Number of decimal places to use', there are three radio buttons: '0', '1', and '2' (checked). Under 'Turbo Mode Settings', there are two radio buttons: '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' radio button.

Your gradebook should be set to
“Standard”