Preparing and Submitting 3rd Quarter Grades

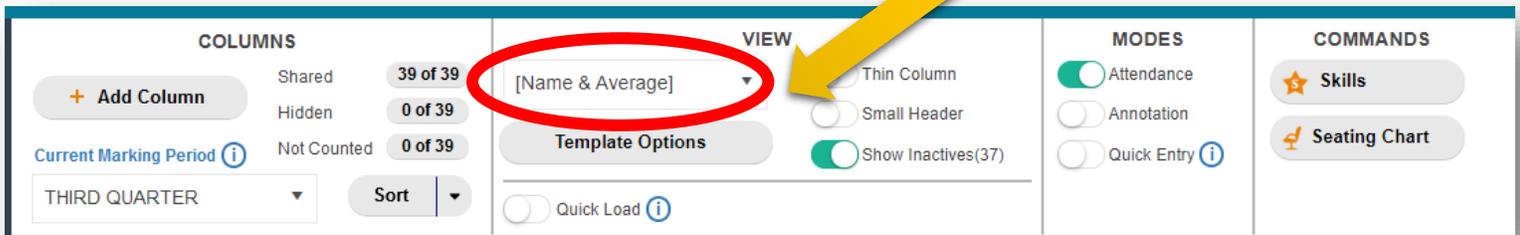**Grades are due Monday, 3/14 at 8am**

In this resource guide:

1. How to check your grades to make sure everyone has a grade, pp 1-2
2. Optional: how to leave a "Narrative" (comment about quarter performance, specific to a student), pp 3-4
3. How to mark your gradebook ready for submission, pp 5-6
4. Special case scenarios, pg. 7

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.

1. **Checking over your gradebook:**

Make sure that every assignment has a score. If a student did not turn in an assignment, you should type in "NS", which stands for Not Submitted. The NS is equal to 0 points.

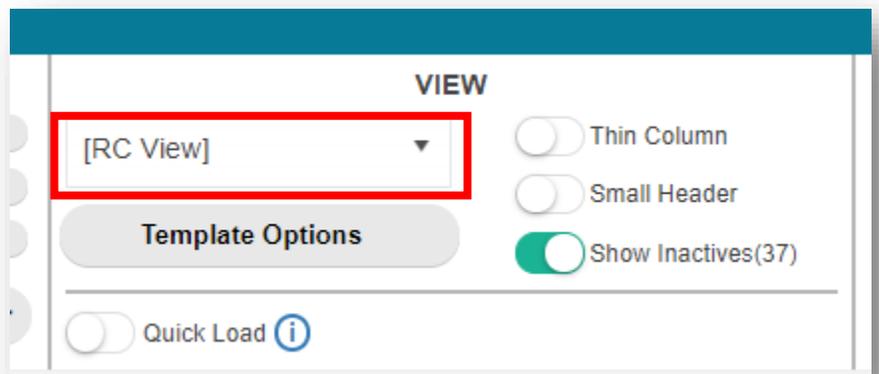Currently, you probably have your gradebook view set to [Name and Average] or [Custom view].

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

This view will show you each marking period.

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

		🔓 👥	🔓 👥			🔒 🚫	🔓 👥
AVERAGE MARKING PE... Q1	AVERAGE MARKING PE... Q2	EXAM1 SEMESTER 1... EXAM	SEM 1 SEMESTER 1... SEMESTER	AVERAGE MARKING PE... Q3	AVERAGE MARKING PE... Q4	EXAM2 SEMESTER 2... EXAM	SEM 2 SEMESTER 2... SEMESTER
10-20 21:45	01-03 14:54	12-17-2021 100.00	12-17 09:01 Calculate	02-28 09:30		Click here to...	12-17 09:01 Calculate
87.26	88.50	85.52	87.41	87.59			
AVERAGE	AVERAGE	Exam: E...	SEM 1	AVERAGE	AVERAGE	Exam: E...	SEM 2
88.93 B+	83.43 B-	86.5 B	86.24 B	86.86 B			
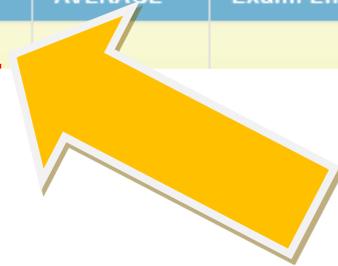
Confirm that the there are no blanks for the Quarter grade in this view.

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.

AVERAGE MARKING PE... Q3	AVER. MARK Q4
02-28 09:30	
87.59	
AVERAGE	AVE
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. Optional: Leaving a Narrative

Narratives are PlusPortal's version of teacher comments regarding the quarter.

If you choose to include a narrative, it is imperative that you take the time to spell and grammar check your narratives.

To leave narratives for students, hover over any grade in the QTR 3 column, and **right** click.

87.73	B+
93.47	A
76.47	C
90.00	A-
93.27	A
88.93	B+
98.13	A

Menu shown:
- Remove (Hide) Current Column = FIRST QUARTER
- Select DB Column
- Select GB Column ▶
- Select Columns (Edit Template)

Click on

"Select GB Column" option

Then click on Narratives

Menu shown:
- Remove (Hide) Current Column = FIRST QUARTER
- Select DB Column
- Select GB Column ▶
  - Narratives
  - Averages ▶
  - Marking Period Points Earned
  - Category Averages (Subtotals)
- Select Columns (Edit Template)

A column will open to the far right of your gradebook.

(At this point, your gradebook view will change from [RC View] to [Custom].)

AVERAGE MARKING PE... Q1	AVERAGE MARKING PE... Q2	EXAM1 SEMESTER 1... EXAM	SEM 1 SEMESTER 1... SEMESTER	AVERAGE MARKING PE... Q3	AVERAGE MARKING PE... Q4	EXAM2 SEMESTER 2... EXAM	SEM 2 SEMESTER 2... SEMESTER	Narrative
10-20 21:45	01-03 14:54	12-17-2021 100.00	12-17 09:01 Calculate	02-28 09:36		Click here to...	12-17 09:01 Calculate	
87.26	88.50	85.52	87.41	87.59				

| AVERAGE	AVERAGE	Exam: E...	SEM 1	AVERAGE	AVERAGE	Exam: E...	SEM 2	Narra...
88.93 B+	83.43 B-	86.5 B	86.24 B	86.86 B				📄
85.60 B	82.02 B-	65.9 F	80.23 C+	80.43 C+				📄
83.83 B	86.29 B	81.2 C+	84.29 B	84.29 B				📄
91.69 A-	88.31 B+	97.1 A	91.42 A-	87.55 B+				📄
86.05 B	86.86 B	86.5 B	86.46 B	77.84 C				📄

Click on paper icon to add narrative

To write a narrative, click on the paper icon in the row for the student you wish to write a narrative for, and a new window will open specific to the student.

To reference grades earned on each assignment, you can scroll through the list.

Narrative

HA2T Block 1

Cancel   Save

MP	Grade		Name	Description	Marking Period	Category	Date	Score
Q1	B		4.3 HW		Q3	Practice	01-10-2022	3.0/3.00
Q2	B-		4.4 part 1 HW		Q3	Practice	01-10-2022	3.0/3.00
Q3	C+		4.3-4.4 Drill		Q3	Practice	01-10-2022	1.1/2.00
Q4			4.4 part 2		Q3	Practice	01-13-2022	2.6/3.00

More Students ▾

VIEWING MARKING PERIOD

✏ **THIRD QUARTER**   Character Count: 0 out of 150

SECOND QUARTER ▼

B *I* U ≡ ≡ ≡ ≡ ⠿ ⠿   For... ▼

Times New Ro ... ▼   12pt ▼   A ▼   ♦ ▼

This side of the page will show narratives from **past** quarters of the current year.

i.e. In 2nd quarter you will be able to see 1st quarter

Type in your comments here.

There is a **150 character** limitation.

There are a few editing capabilities in the above menu.

Please take the time to spell and grammar check your narratives.

Switch from student to student by clicking on the left or right arrows on either side of the student's picture, or to jump to a specific student, click on the drop-down arrow arrow next to More Students to select a student from your roster.

More Students ▾

Cancel   Save

| Date		Score	
08-17-2017		X/20.00	
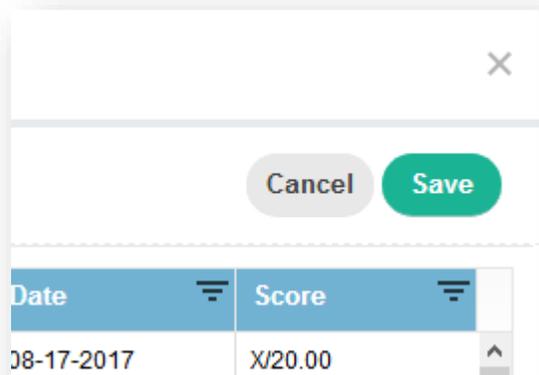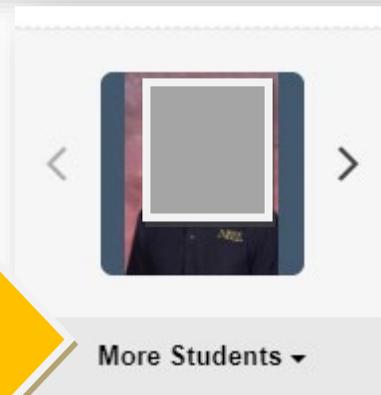
When finished writing a narrative, click on "save" in the top right hand corner of the page.

### 3. Marking your gradebooks "Ready" for submission

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

You must mark your gradebook ready ONE SECTION AT A TIME. This ensures that you have looked over each of your gradebooks prior to submitting your grades.
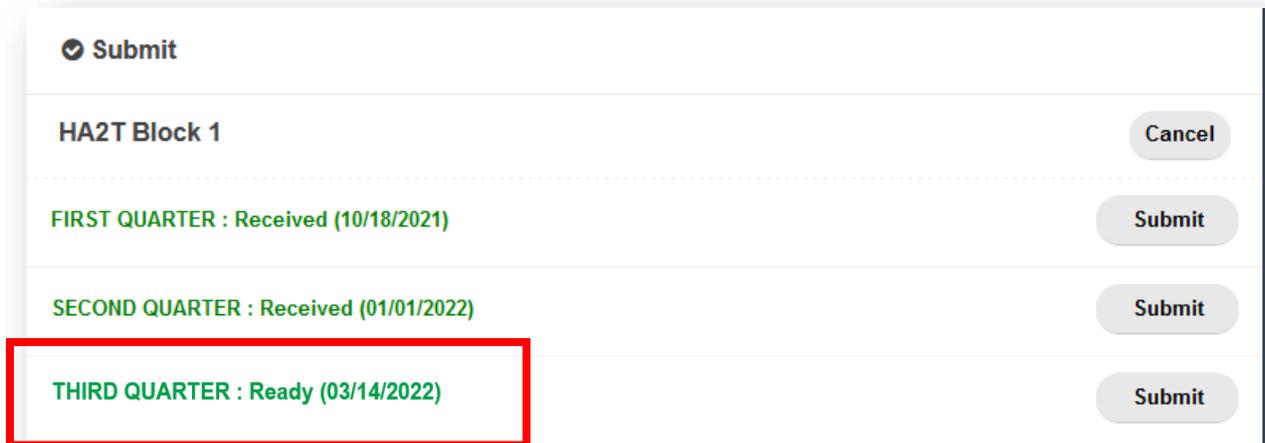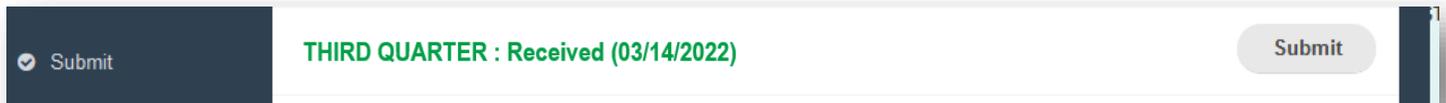
a. Select the "Submit" from the left hand menu:
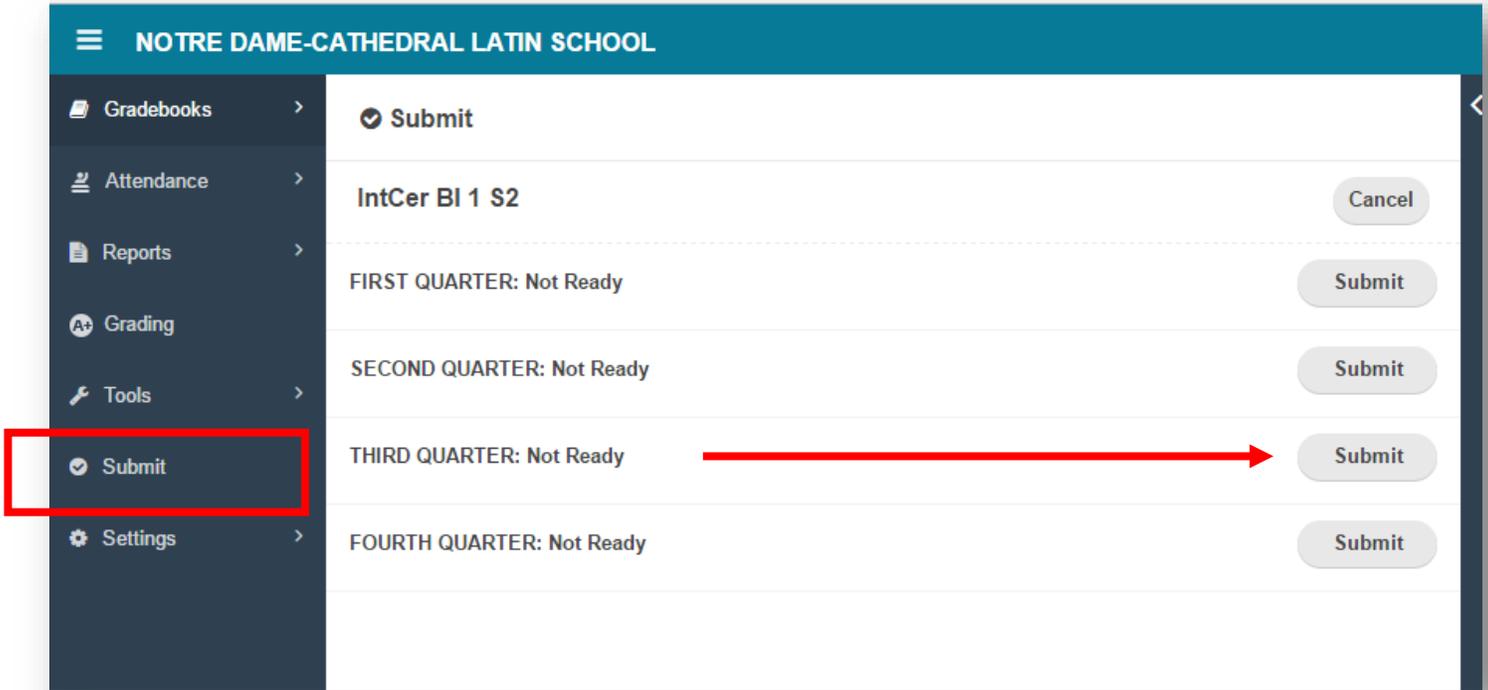
b. To mark this gradebook as ready, **click on "Submit"**, a confirmation window will pop up.
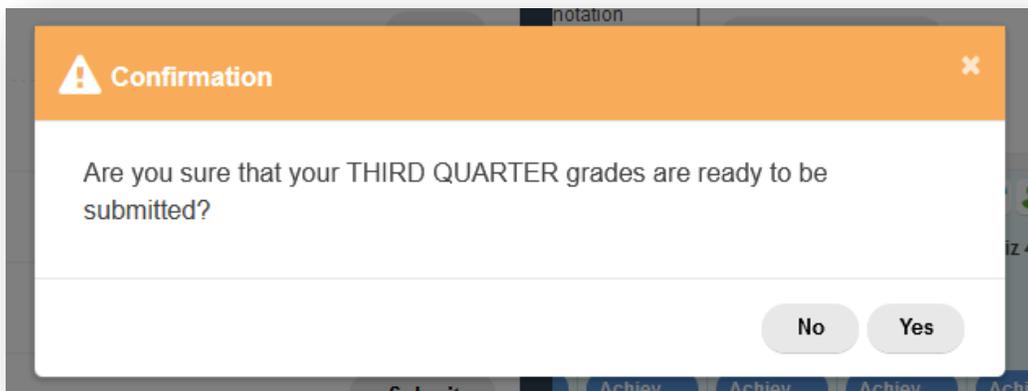
c. After clicking yes, you will see that the status has changed to **Ready**, with the date.

d. After grades are pulled, you will see that the "Ready (followed by date)" will become **"Received (followed by date)"**

## 4. **Trouble shooting**

What if the percentages are not updating correctly?

- Do you have your assignments properly assigned to Academic Practice or Academic Achievement?
- Did you change the saving speed to your gradebook, i.e. **Standard, Turbo, SuperTurbo**?

  Most teachers have their gradebooks defaulting to **Standard**. If you do have your gradebook set to Turbo or SuperTurbo, you will see it in red at the top of right hand side of your gradebook.
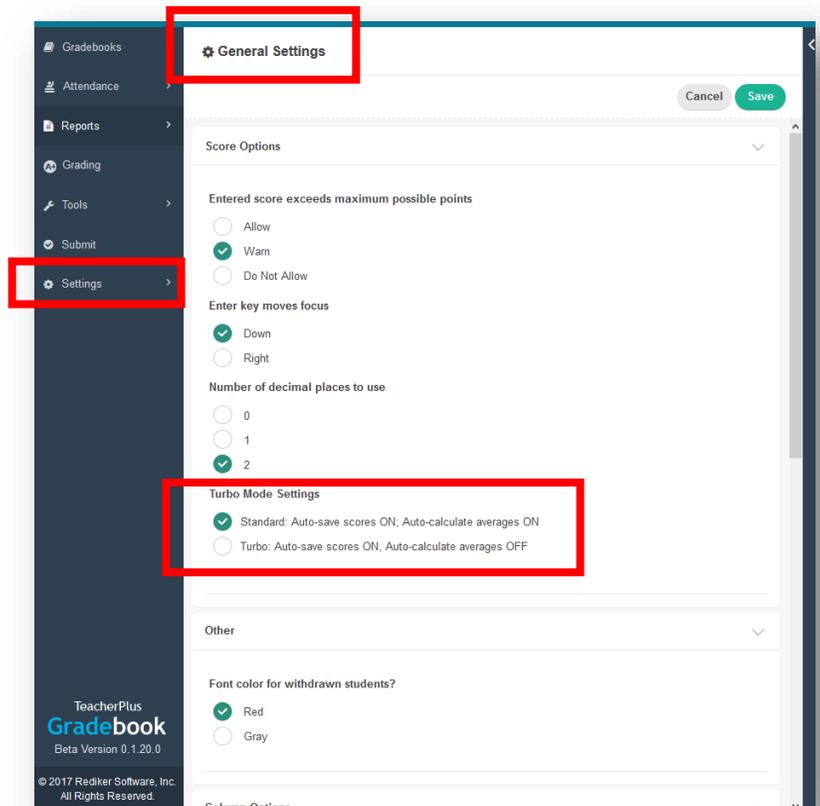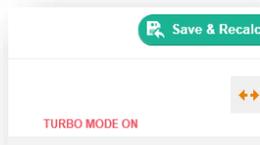
Be sure to click on "Save and Recalculate" if you have your gradebook set to Turbo or SuperTurbo mode

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.

a. Let Denice know who these students are **before** the end of the quarter.
b. Put "NS" as a grade for Not Submitted and make an annotation on the grade.
c. When the student has made up the work you can make the grade adjustment directly in your gradebook.
d. After you have made the change, inform Denice via email with:
    a. The student's old letter grade
    b. The updated quarter letter grade
    c. The reason why the change was necessary