

Preparing and Submitting 1st Quarter Grades

Grades are due Monday, 10/18 at 8am

In this resource guide:

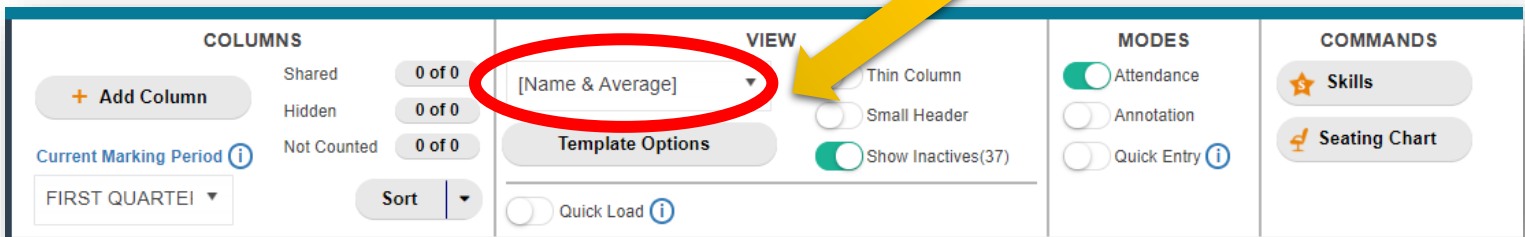
1. How to check your grades to make sure everyone has a grade, pp 1-2
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You must mark your gradebook ready one section at a time. It is a safety measure to ensure that you have looked over each of your gradebooks prior to submitting your grades.

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].

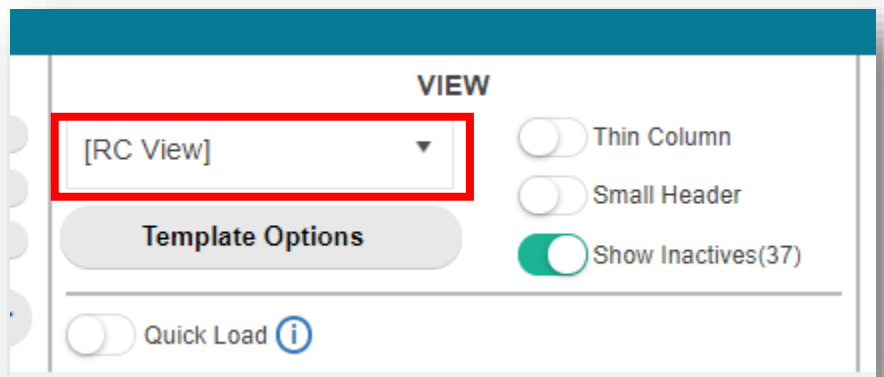


The screenshot shows the gradebook interface with the following sections:

- COLUMNS:** Includes buttons for '+ Add Column', 'Shared' (0 of 0), 'Hidden' (0 of 0), and 'Not Counted' (0 of 0). There is also a 'Current Marking Period' dropdown set to 'FIRST QUARTER' and a 'Sort' dropdown.
- VIEW:** A dropdown menu is open, showing '[Name & Average]' selected. Below it are 'Template Options' and 'Quick Load' (with an info icon).
- MODES:** Includes toggle switches for 'Attendance' (checked), 'Annotation', and 'Quick Entry' (with an info icon).
- COMMANDS:** Includes buttons for 'Skills' (with a star icon) and 'Seating Chart' (with a chair icon).

A yellow arrow points from the text above to the '[Name & Average]' dropdown menu.

Select [RC view], Report Card View, to confirm Quarter 1 grades.



This is a close-up of the VIEW dropdown menu from the previous screenshot. The dropdown is open, and '[RC View]' is selected and highlighted with a red box. Below the dropdown are 'Template Options' and 'Quick Load' (with an info icon). To the right of the dropdown are toggle switches for 'Thin Column', 'Small Header', and 'Show Inactives(37)' (which is checked).

This view will show you each marking period.

In the Quarter 1 Marking Period, column you will see the percent and the letter grade.

AVERAGE	AVERAGE	EXAM1	SEM 1	AVERAGE	AVERAGE	EXAM2	SEM 2
MARKING PE...	MARKING PE...	SEMESTER 1...	SEMESTER 1...	MARKING PE...	MARKING PE...	SEMESTER 2...	SEMESTER 2...
		EXAM	SEMESTER			EXAM	SEMESTER
10-03 09:02	08-01 18:27	Click here to...	08-01 18:27 <input type="button" value="Calculate"/>	08-01 18:27	08-01 18:27	Click here to...	08-01 18:27 <input type="button" value="Calculate"/>
AVERAGE	AVERAGE	Exam: EX...	SEM 1	AVERAGE	AVERAGE	Exam: EX...	SEM 2
95.43 A			95.43 A				



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	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-	
<u>79.89 C+</u>	
<u>75.68 C</u>	
97.34 A	
94.28 A	
92.44 A-	
93.68 A	
<u>92.55 A</u>	
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 1 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

Click on

“Select GB Column” option

Then click on Narratives

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	AVERAGE	EXAM1	SEM 1	AVERAGE	AVERAGE	EXAM2	SEM 2	Narrative
Marking Period	Marking Period	SEMESTER 1 EX	SEMESTER 1 GR	Marking Period	Marking Period	SEMESTER 2 EX	SEMESTER 2 GR	
QTR 1	QTR2	EXAM	SEMESTER	QTR 3	QTR 4	EXAM	SEMESTER	QTR 1
10-02 14:44	10-02 14:39	8/3/2015	09-30 12:46	10-02 14:39	07-20 11:38	Click here to se	09-30 12:41	
91.98		100.00	Calculate	91.98			Calculate	
Avg: QTR 1	Avg: QTR2	Exam: EXAM1	SEM 1	Avg: QTR 3	Avg: QTR 4	Exam: EXAM2	SEM 2	Narrative
95.43 A			95.43 A					
90.95 A-			90.95 A-					
79.89 C+			79.89 C+					
75.68 C			75.68 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.

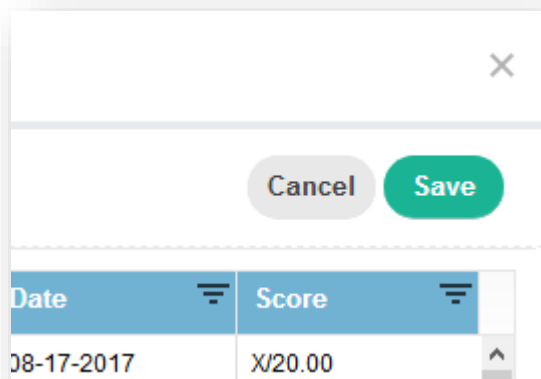
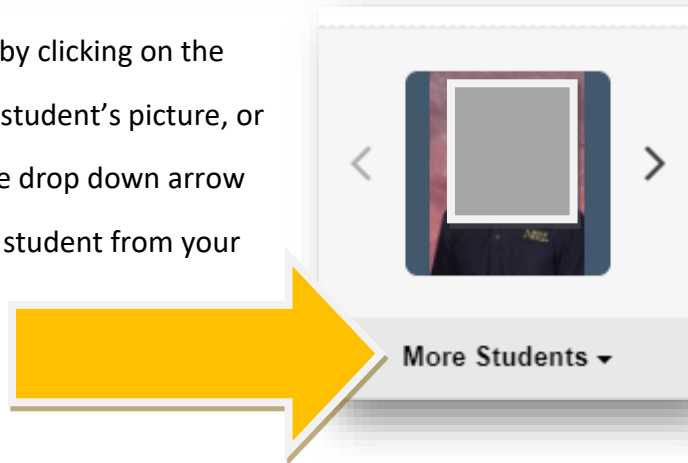
To reference grades earned on each assignment, you can scroll through the list.

The screenshot shows a software interface for writing a narrative. At the top, there is a student profile with a picture and a dropdown menu for 'Grade' showing 'A'. Below this is a table of assignments:

Name	Description	Marking Period	Category	Date	Score
HW-1	Bring a 2 pocket folder and a pencil pouch t	Q1	Academic Practice	8/17/2015	5.00/5.00
CW-1	Duplication sheet #1 - purple	Q1	Academic Practice	8/17/2015	5.00/5.00
CW-2	Yellow Duplication Grid Puzzle	Q1	Academic Practice	8/19/2015	4.90/5.00
Quiz-1	Quiz on the Elements of Art. Refer to the E	Q1	Academic Achievement	8/19/2015	19.00/20.00
HW-2	Green grid puzzle worksheet	Q1	Academic Practice	8/21/2015	4.90/5.00

Below the table, there is a 'Viewing' dropdown set to 'SECOND QUARTER' and a 'Narrative' section. The narrative section contains text: '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'. To the right, there is an 'Editing' window for 'FIRST QUARTER Narrative' with a rich text editor toolbar and a text area containing instructions: '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.' A yellow arrow points from the text above to the 'Score' column in the table.

You can 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 next to More Students to select a student from your roster.



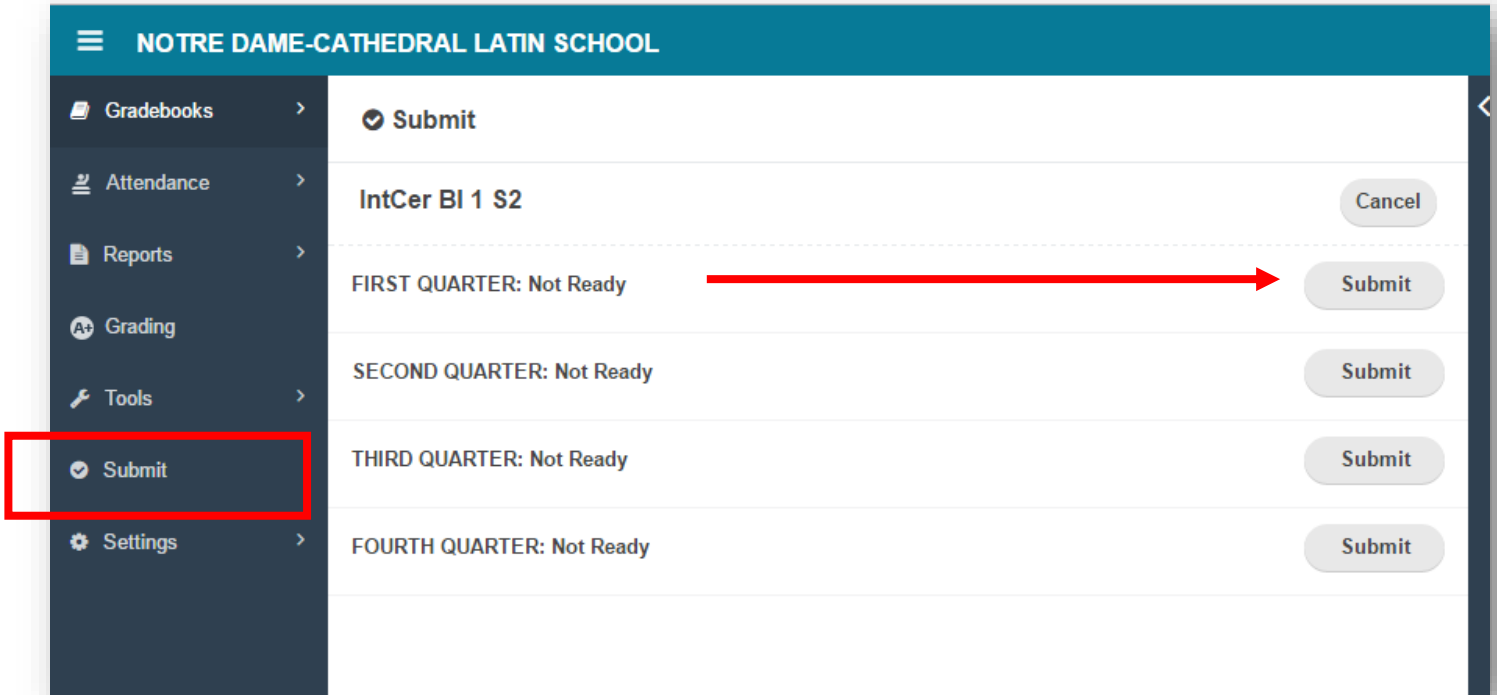
When finished writing a narrative, click on "save" in the top right hand corner of the page.

3. Marking your gradebooks “Ready” for submission

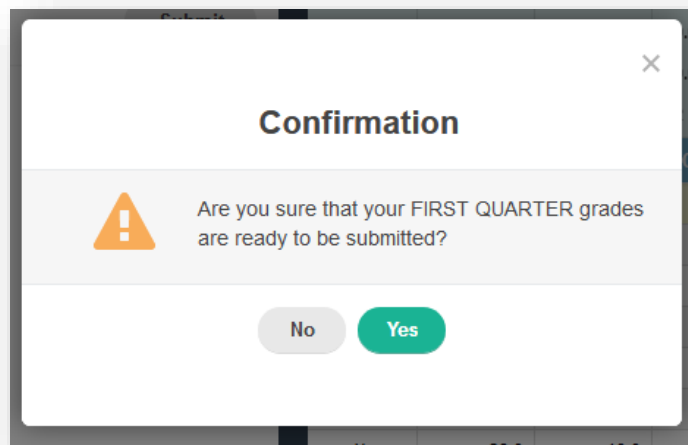
When you are finished checking your gradebook, you are ready to submit your grades.

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.

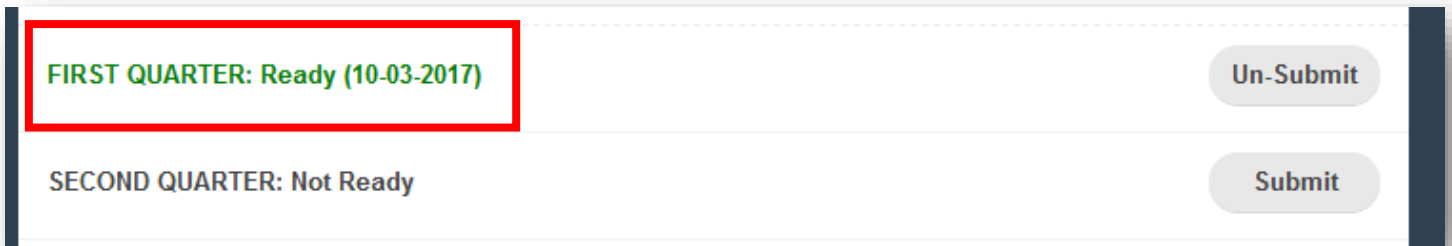
a. Select the “Submit” from the left hand menu:



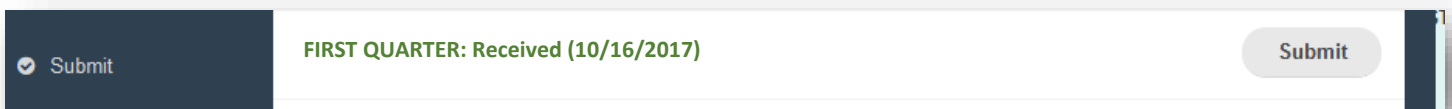
b. To mark this gradebook as ready, **click on “Submit”**, a confirmation window will pop up.



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)**”

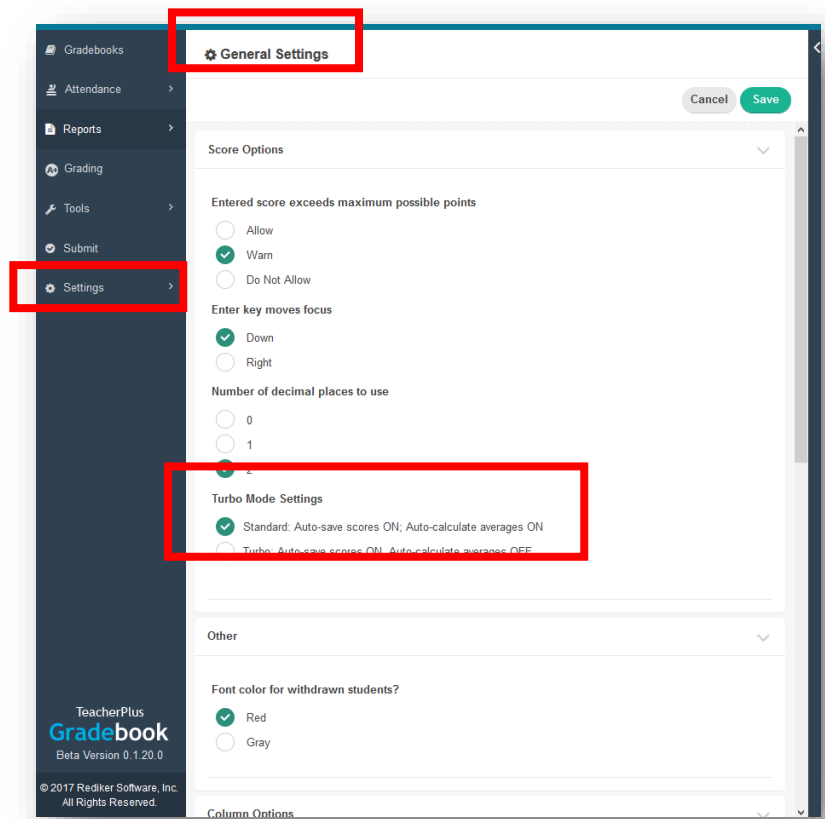
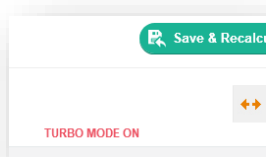


4. Trouble shooting

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.



Make 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