

Grades are due Monday, December 20, by 8 am.

In this resource guide:

1. Review grades to ensure everyone has a grade for Quarter 2, the Exam, and the Semester.
 2. Optional: Leaving a Quarter 2 “Narrative” (comment about quarter performance, specific to a student)
 3. Setting up the exam column in the Report Card View [RC View]
 4. Calculating the semester grade
 5. Marking your gradebook ready for submission
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Ending Semester 1 – FAQs

1. **Do I have to set the weights for the quarters and semesters:** **NO – weighting is set up internally**
2. **Do I have to create an exam column in the 2nd quarter view:** **NO**
 - a. **BUT** if you are one who creates multiple parts to your exam and want the students to know what they earned on each part, come see me – I will provide you with a separate set of instructions.
3. **Do I have to create an exam column in the Report Card View [RC View] (which shows Qtr 1, 2, Exam and Semester grades):** **NO – it is already there!**
 - a. But you do have to set the points possible and make the column visible to the public.
 - b. **Please note** – students and parents will not see their exam or semester grade in PlusPortals until the Director of Student Information Systems makes both available/visible to students and parents (date TBD).
4. **Do I have to round:** **NO – the system rounds for students who are on the cusp**
5. **Do I have to mark the quarter column, the exam column and the Semester column as ready in separate steps?** **NO – by marking quarter 2 as ready, the program will automatically mark the exam and the semester ready 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.

6. **What do I do if my course does not have a semester exam?** **Do not set up Exam details; leave the Exam column blank.**

1. Reviewing Quarter 2 Grades

In your gradebook, set your view to the **Report Card View [RC View]**. Open the menu selection by clicking the arrow and select [RC View]:

ATHEDRAL LATIN SCHOOL

COLUMNS: Shared (0 of 1), Hidden (0 of 1), Not Counted (0 of 1). + Add Column. Not Viewing Current MP ⚠️. FIRST QUARTER. Sort.

VIEW: [Name & Average], [Name & Average], [Name Only], [RC View], [Category Subtotals], [Comments & Narratives], Bday List.

6490/01 PsychTEST E

Name, Description, Marking Period, Category

You will see that the Curr MP, or current marking period, is Second Quarter, and the marking period that you are viewing (or View MP) is set to second quarter.

COLUMNS: + Add Column, Hidden (0 of 0), Not Counted (0 of 0). CURRENT MARKING PERIOD (circled in red): SECOND QUARTER. Sort.

VIEW: [RC View], Thin Column, Small Header, Show Inactives(37), Quick Load.

MODES: Attendance, Annotation, Quick Entry.

COMMANDS: Skills, Seating Chart.

6490/01 PsychTEST E

AT: Submit

		Attendance	AVERAGE	AVERAGE	EXAM1	SEM 1	AVERAGE	AVERAGE	EXAM2	SEM 2		
			MARKING P...	MARKING P...	SEMESTER ...	SEMESTER ...	MARKING P...	MARKING P...	SEMESTER ...	SEMESTER ...		
			Q1	Q2	EXAM	SEMESTER	Q3	Q4	EXAM	SEMESTER		
Date		10-30-2019	10-30 12:19	10-30 12:21	Click here t...				Click here L...			
Possible Points						Calculate				Calculate		
#	Name (37/37)	Office D...	Office Pe...	Cl...	AVERAGE	AVERAGE	Exam: E...	SEM 1	AVERAGE	AVERAGE	Exam: E...	SEM 2

Review grades in the Q2 Column.

If you find that your quarter 2 grades are incorrect, go back to the 2nd quarter gradebook view (either Name & Average, Name only, or whichever template you prefer and review your gradebook). When you have updated second quarter from this view, the corrections will automatically show in the RC View.

2. Optional: Leaving a Narrative for Quarter 2

Narratives are teacher comments regarding student performance during 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 2 column, and **right** click.

(Note – there is no way to leave a Semester narrative)

AVERAGE	AVERAGE	Exam: EX...	SEM 1
92.68	A		
89.69	A-		
86.63	B		
85.66	B		
86.88	B		
85.77	B		
86.51	B		
94.24	A		

Remove (Hide) Current Column = SECOND QUARTER
 Select DB Column
 Select GB Column
 Select Columns (Edit Template)

Click on “Select GB Column” option

Then click on Narratives

AVERAGE	AVERAGE	Exam: EX...	SEM 1	AVERAGE	AVERAGE
92.68	A				
89.69	A-				
86.63	B				
85.66	B				
86.88	B				
85.77	B				
86.51	B				
94.24	A				
94.24	A				

Remove (Hide) Current Column = SECOND QUARTER
 Select DB Column
 Select GB Column
 Select Columns (Edit Template)

Narratives
 Averages
 Marking Period Points Earned
 Category Averages (Subtotals)

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 scores for each assignment, you can scroll through the list.



Block 1

MP	Grade	Name	Description	Marking Period	Category	Date	Score
Q1	A	CW-9	Columns 1 and 3 of the value chart. See bl	Q2	Academic Practice	10/12/2015	19.50/20.00
Q2	A	Proj-3	Ribbon project	Q2	Academic Achievement	10/22/2015	48.00/50.00
Q3		HW-14	Revise your eXpressions rough draft. Make	Q2	Academic Practice	10/12/2015	20.00/20.00
Q4		HW-15	Finish 2nd column of value chart. Go to Bl	Q2	Academic Practice	10/15/2015	18.50/20.00
		HW-16	Rendering a complex coffee mug. See Blac	Q2	Academic Practice	10/26/2015	10.00/10.00

Viewing: FIRST QUARTER

Narrative

This side of the page will show narratives from **past** quarters
i.e. In 2nd quarter you will be able to see 1st quarter narratives.

Editing: SECOND QUARTER Narrative

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 below the student's picture.



More Students ▾

Cancel Save

Score
23.50/25.00
10.00/10.00

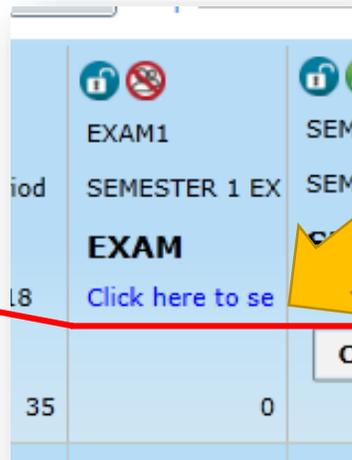
When finished writing a narrative, click Save and "x" out at the top right hand corner of the page to go back to your gradebook.

3. Setting up your Exam column

If you do not have an exam, go to Step 4, Calculating the Semester Grade.

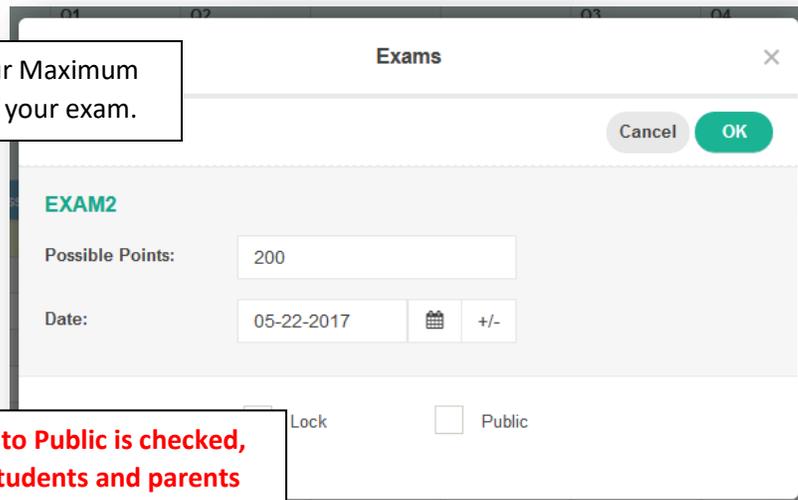
Set the points possible for your exam and make it viewable to the public.

Click on the "Click here to see column details"



	EXAM1	SEM
iod	SEMESTER 1 EX	SEM
	EXAM	
l8	Click here to see	
35	0	

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



Exams

Cancel OK

EXAM2

Possible Points: 200

Date: 05-22-2017

Lock Public

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.

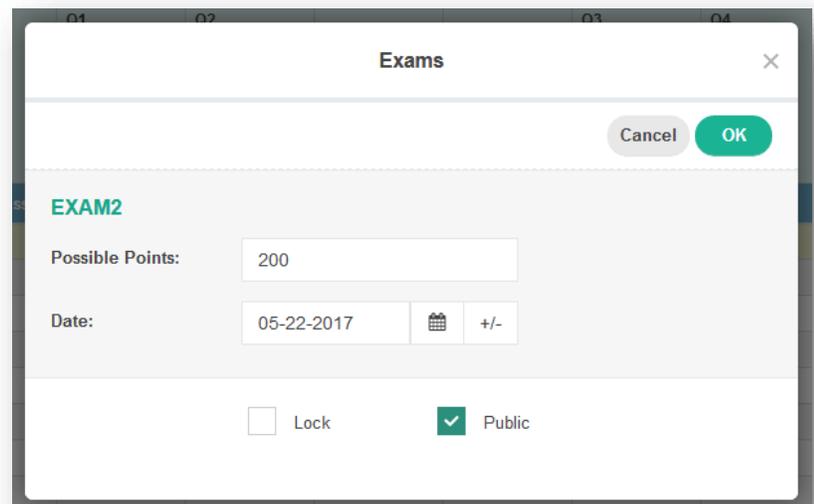
Note – Exam grade and Semester grades are not visible to parents/students until made visible by the system administrator, date TBD.

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.



Exams

Cancel OK

EXAM2

Possible Points: 200

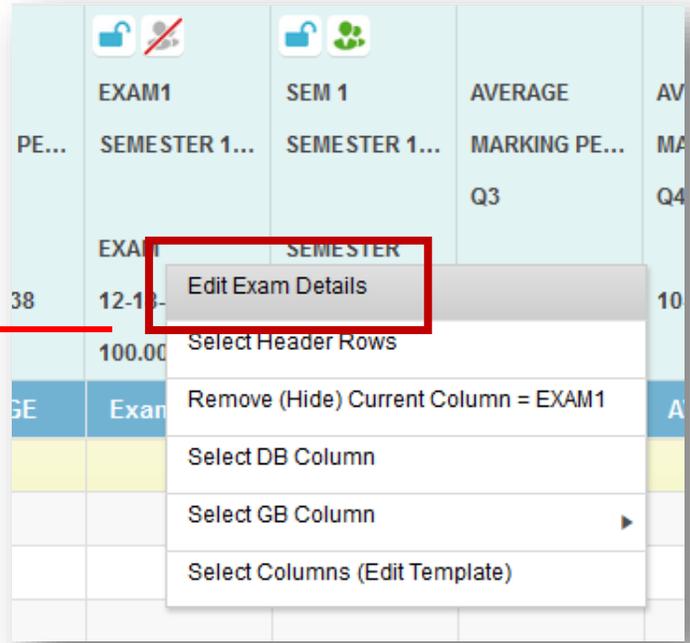
Date: 05-22-2017

Lock Public

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.

Sample of before entering Exam Grade

Sample of after entering Exam Grade, but prior to calculating the Semester grade

EXAM1	SEM 1
SEMESTER 1...	SEMESTER 1...
EXAM	SEMESTER
Click here to...	10-16 21:21
	Calculate
	86.96
Exam: E...	SEM 1
	91.81 A-
	95.85 A
	92.07 A-
	89.59 A-
	95.54 A

Notice that the grade in the Semester column **does not change** after you have entered in the EXAM grade.

To calculate the Semester Average and Letter Grade, see the following page for instructions.

EXAM1	SEM 1
SEMESTER 1...	SEMESTER 1...
EXAM	SEMESTER
Click here to...	10-16 21:21
	Calculate
	86.96
Exam: E...	SEM 1
84.00 B	91.81 A-
93.00 A	95.85 A
98.00 A	92.07 A-
	89.59 A-
	95.54 A

4. Calculating the Semester Grade

To update the Semester Grade, you must press the Calculate button in the header of the SEM 1 column.

EXAM1	SEM 1
SEMESTER 1 EX	SEMESTER 1 GR
EXAM	SEMESTER
12/15/2015	11-20 11:01
100.00	<input type="button" value="Calculate"/>
95.00	91.41
Exam: EXAM1	SEM 1
85.00 B	94.37 A
99.00 A+	88.00 B+
101.00 A+	79.19 C
	76.68 C



EXAM1	SEM 1
SEMESTER 1 EX	SEMESTER 1 GR
EXAM	SEMESTER
12/15/2015	12-03 15:26
100.00	<input type="button" value="Calculate"/>
95.00	91.69
Exam: EXAM1	SEM 1
85.00 B	92.56 A
99.00 A+	90.73 A-
101.00 A+	82.68 B-

Notice the Semester I percent has changed, and for two students, their Semester letter grade has also changed.

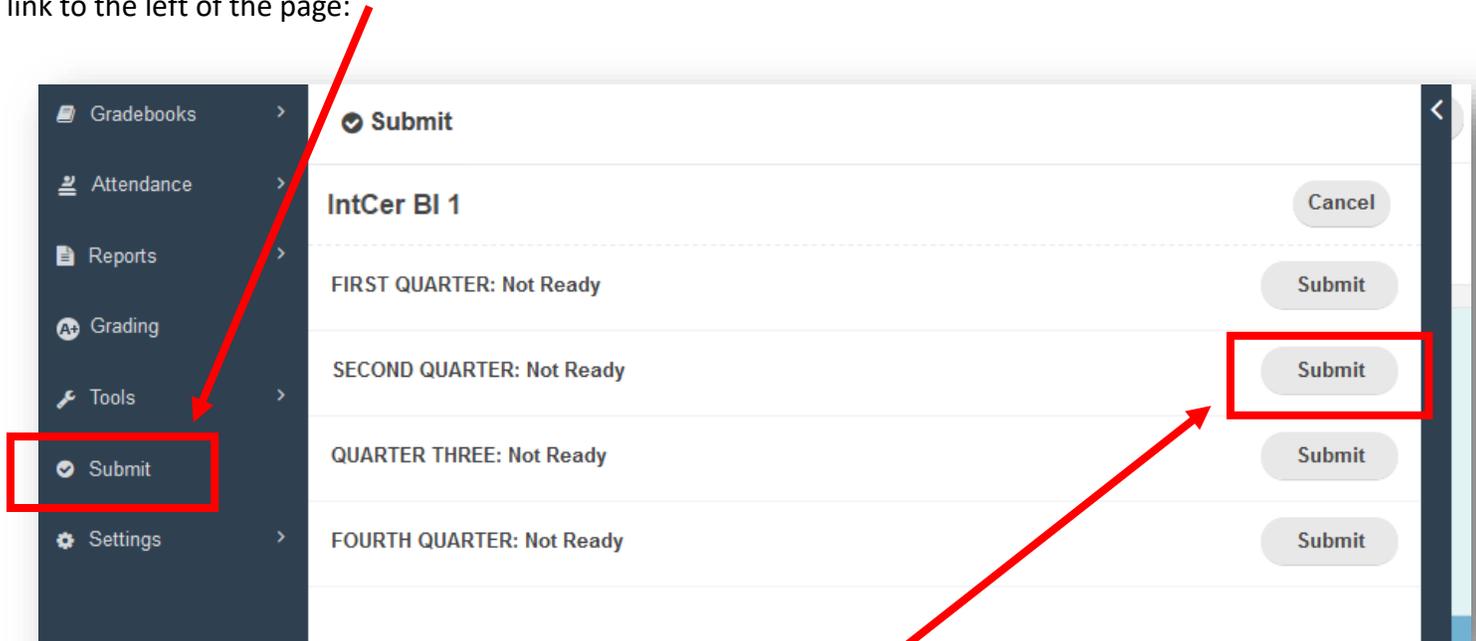
After making any grade changes, either in the quarter view or in the RC View, **YOU MUST PRESS CALCULATE** from the Semester Column TO UPDATE THE NEW SEMESTER GRADE.

You are now ready to submit your grades for the Semester.

5. Submitting Quarter 2, Exam and Semester 1 Grades

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.

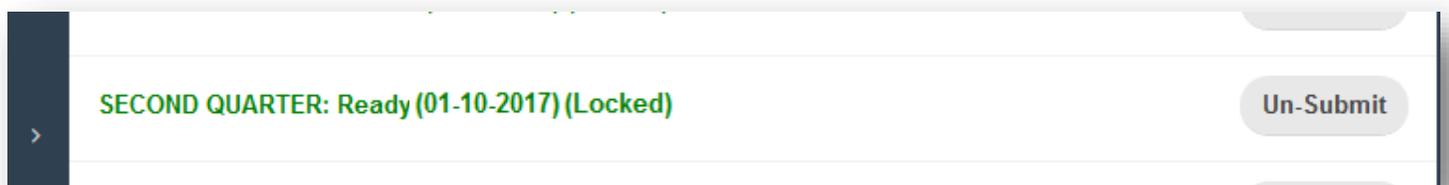
When you are finished checking your gradebook, you are ready to submit your grades. Select the “Submit” link to the left of the page:



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



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



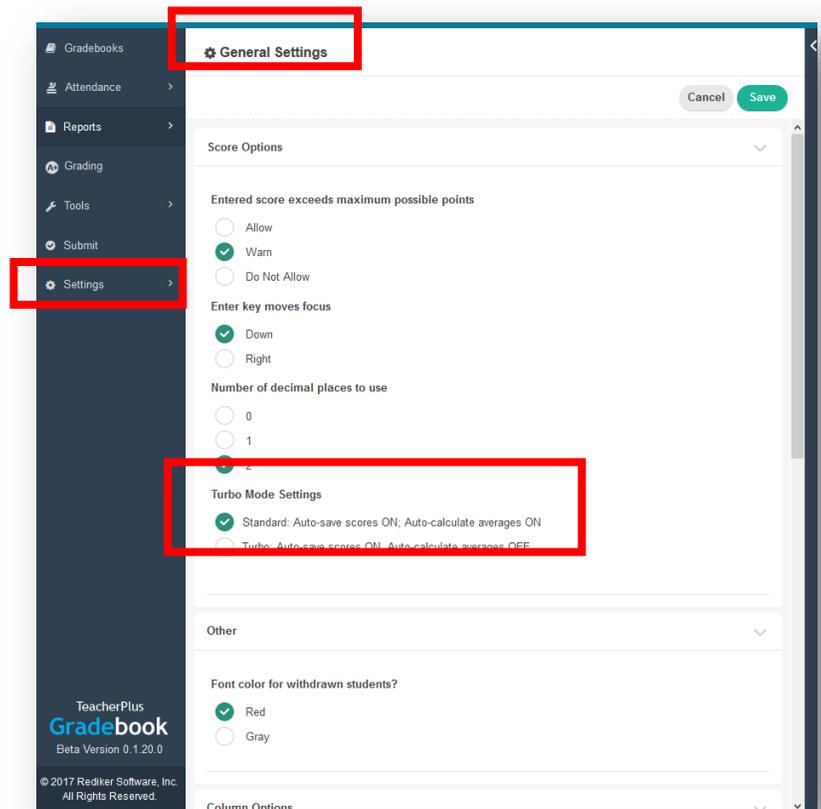
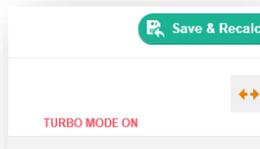
After marking your gradebook ready, you **may** make changes. However, any changes made **after** 8am on December 20, **will not be recorded** on the report card. If you have a grade change after 8am, December 20, you must email Denice.

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

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