

Grades are due Friday, May 27th by 3pm.

In this resource guide:

1. How to check your grades to make sure everyone has a grade for Quarter 4, the Exam, and the Semester.
 2. Optional: how to leave a Quarter 4 “Narrative” (comment about quarter performance, specific to a student)
 3. How to set up the exam column in the Report Card View [RC View]
 4. How to calculate the semester grade
 5. How to mark your gradebook ready for submission
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Ending Semester 2 – FAQs

1. **Do I have to set the weights for the quarters and semesters:** **NO – it is already set up in the system**
2. **Do I have to create an exam column in the 4th 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, see Susan, who 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 3, 4, 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 will not see their exam grade, or semester grade, in PlusPortals until the system administrator 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, the Exam and the Semester ready in separate steps?** **NO – by marking quarter 4 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 reviewed 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 the Exam details and leave the Exam column blank.**
7. **What if some of my students are exempt from the semester exam?** **Place an X in the column for that student. This serves as a visual reminder for you, to help avoid any errors.**

1. Reviewing Quarter 4 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]:

The screenshot shows a gradebook interface with several panels. The 'COLUMNS' panel on the left has 'Current Marking Period' set to 'FOURTH QUARTER'. The 'VIEW' panel has a dropdown menu set to '[RC View]'. The 'MODES' panel has 'Attendance' checked. The 'COMMANDS' panel has 'Skills' and 'Seating Chart' buttons. The main table shows columns for 'AVERAGE', 'EXAM1', 'SEM 1', 'AVERAGE', 'MARKING PE...', 'EXAM2', and 'SEM 2'. The 'MARKING PE...' column is highlighted in yellow, and a red box is drawn around it. A blue arrow points from the 'View MP' dropdown to a text box.

You'll see that the Current MP, or current marking period, is Fourth Quarter, and that the marking period that you are viewing (or View MP) is also set to Fourth Quarter.

Review the grades in the Q4 Column.

If you find that your quarter 4 grades are incorrect, go back to the 4th quarter gradebook view (either Name & Average, Name only, or whichever template you prefer and go over your gradebook). When you have updated grades in this view, the corrections will automatically show in the RC View.

2. Optional: Leaving a Narrative for Quarter 4

Narratives are Rediker’s version of teacher comments regarding the quarter.

To leave narratives for students, hover over any grade in the QTR 4 column, and **right** click.

(Note – Be sure to hover over a QTR 4 column grade. Narratives will appear on a student’s report card only for the Quarter 4 grading column.)

MARKING PE...	SEMESTER 2...	SEMESTER 2...
Q4	EXAM	SEMESTER
05-01 13:41	Click here to...	03-16 10:06
		<button>Calculate</button>
AVERAGE	Exam: EX...	SEM 2
92.77 A		91.81 A-
95.68		
92.77		
94.76		
98.34		
94.95 A		95.46 A-

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

Click on

“Select GB Column” option

Then click on Narratives

AVERAGE	Exam: EX...	SEM 2
92.77 A		91.81 A-
95.68		
92.77		
94.76		
98.34		
94.95 A		95.46 A
97.01 A		96.83 A
93.54 A		94.36 A

- Remove (Hide) Current Column = FOURTH 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	EXAM2	SEM 2	Narrative
MARKING PE...	MARKING PE...	SEMESTER 2...	SEMESTER 2...	
Q3	Q4	EXAM	SEMESTER	
03-20 13:13	05-01 13:49	Click here to...	03-16 10:06	
			<button>Calculate</button>	
AVERAGE	AVERAGE	Exam: EX...	SEM 2	Narrati...
91.81 A-	92.77 A		91.81 A-	
95.85 A	95.68 A		95.85 A	
92.07 A-	88.41 B+		92.07 A-	
89.59 A-	94.76 A		89.59 A-	

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

IntCer BI 1 S2

MP	Grade	Name	Description	Marking Period	Category	Date	Score
Q1		Proj-3	Glazed Pinch P...	Q4	Achievement	03-03-2017	23.50/25.00
Q2		CW-6	Coil Critique	Q4	Practice	03-16-2017	10.00/10.00
Q3	A-	HW-9	Slab Box Surfac...	Q4	Practice	03-23-2017	20.00/20.00
Q4	A	Proj-5	Glazed Tile. Se...	Q4	Achievement	03-31-2017	44.50/50.00

VIEWING MARKING PERIOD: FIRST QUARTER

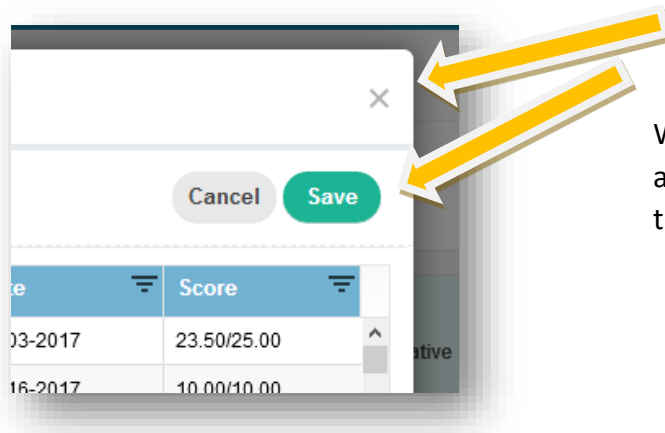
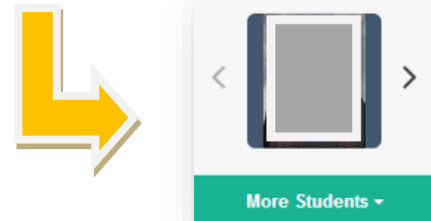
FOURTH QUARTER

This side of the page will show narratives from past quarters
i.e. In 4th quarter you can access previous quarter narratives by opening and selecting from the drop down menu

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.

Save

You can switch from student to student by clicking on the left or right arrows on either side of the student's picture, or clicking on the arrow next to "More Students" to open a drop down list of names to choose from.

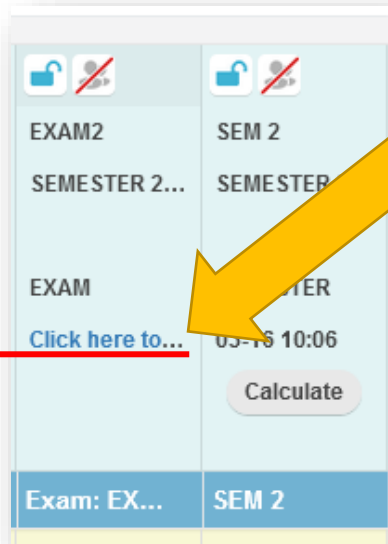


When finished writing a narrative, click Save and "x" out at the top right hand corner of the page to go back to your gradebook.

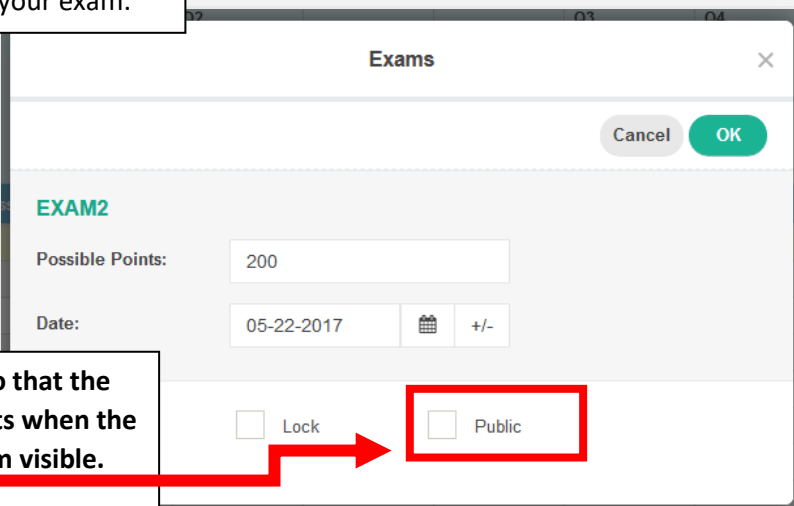
3. Setting up your Exam column

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.



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

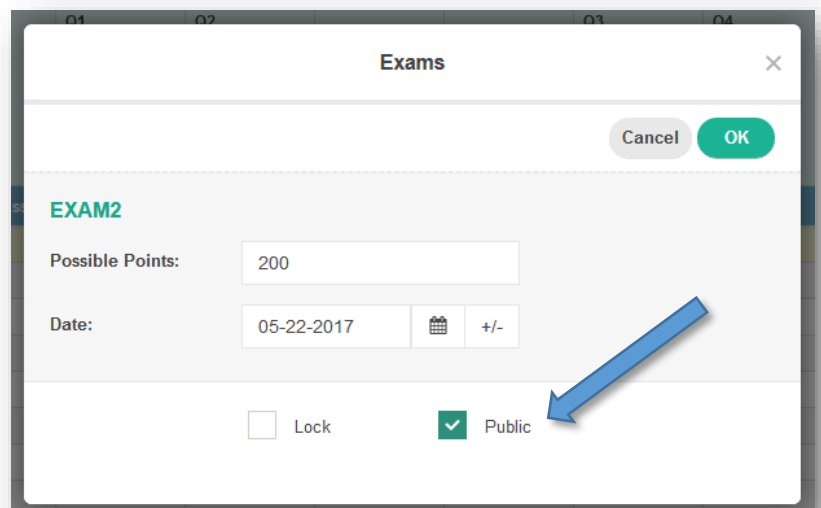
Note – Exam grade and Semester grades are not visible to parents/students until made visible by the system administrator, date TBD.

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

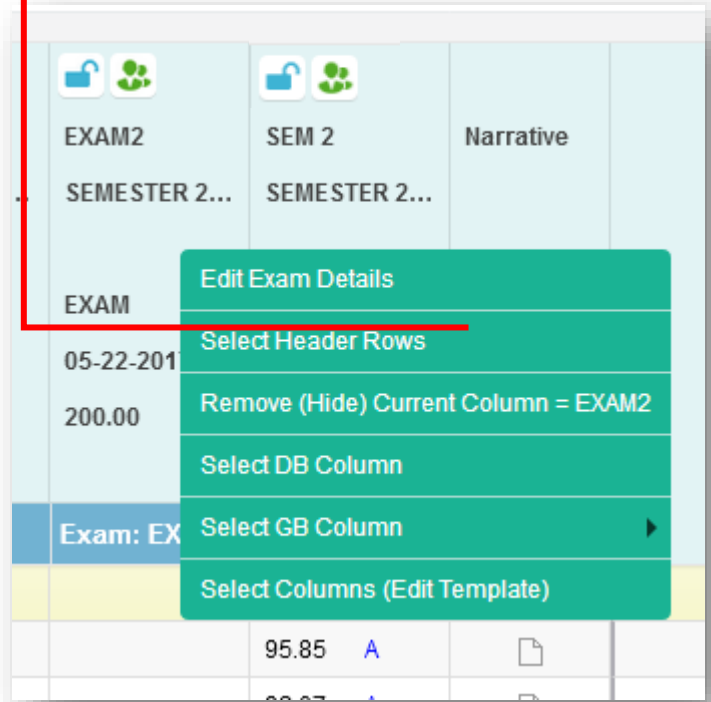
Locking the column sets the column so that no changes (including adding grades) are possible. You have the option of locking the column AFTER you have entered grades, to ensure that nothing changes.

Click OK to save your changes.



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.

You must 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

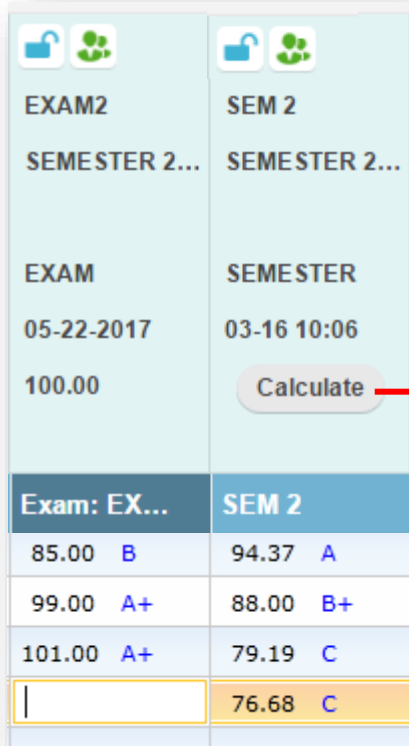
EXAM2	SEM 2
SEMESTER 2...	SEMESTER 2...
EXAM	SEMESTER
05-22-2017	03-16 10:06
100.00	<input type="button" value="Calculate"/>
Exam: EX...	SEM 2
	91.81 A-
	95.85 A
	92.07 A-
	89.59 A-
	95.54 A

Notice that the grade in the SEM 2 column **does not change** after you have entered in the EXAM grade.
To calculate the Semester 2 Grade, see the following page for instructions.

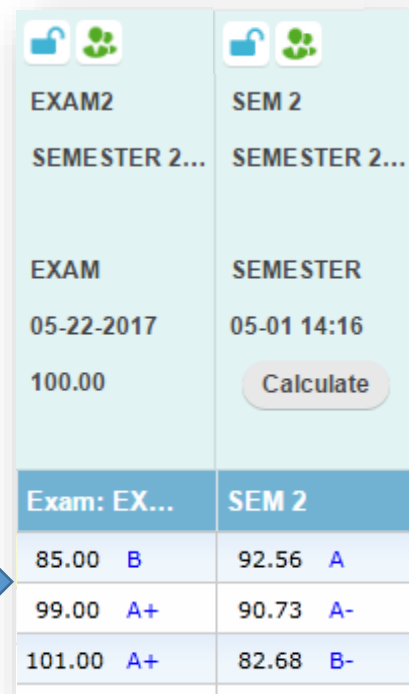
EXAM2	SEM 2
SEMESTER 2...	SEMESTER 2...
EXAM	SEMESTER
05-22-2017	03-16 10:06
100.00	<input type="button" value="Calculate"/>
Exam: EX...	SEM 2
84.00 B	91.81 A-
93.00 A	95.85 A
98.00 A	92.07 A-
	89.59 A-
	95.54 A

4. Calculating the Semester Grade

To update the Semester Grade, you must press the Calculate button in the header of the SEM 2 column.



EXAM2	SEM 2
SEMESTER 2...	SEMESTER 2...
EXAM	SEMESTER
05-22-2017	03-16 10:06
100.00	Calculate
Exam: EX...	SEM 2
85.00 B	94.37 A
99.00 A+	88.00 B+
101.00 A+	79.19 C
	76.68 C



EXAM2	SEM 2
SEMESTER 2...	SEMESTER 2...
EXAM	SEMESTER
05-22-2017	05-01 14:16
100.00	Calculate
Exam: EX...	SEM 2
85.00 B	92.56 A
99.00 A+	90.73 A-
101.00 A+	82.68 B-

Notice the Sem 2 percent has changed, and for 2 of the 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.

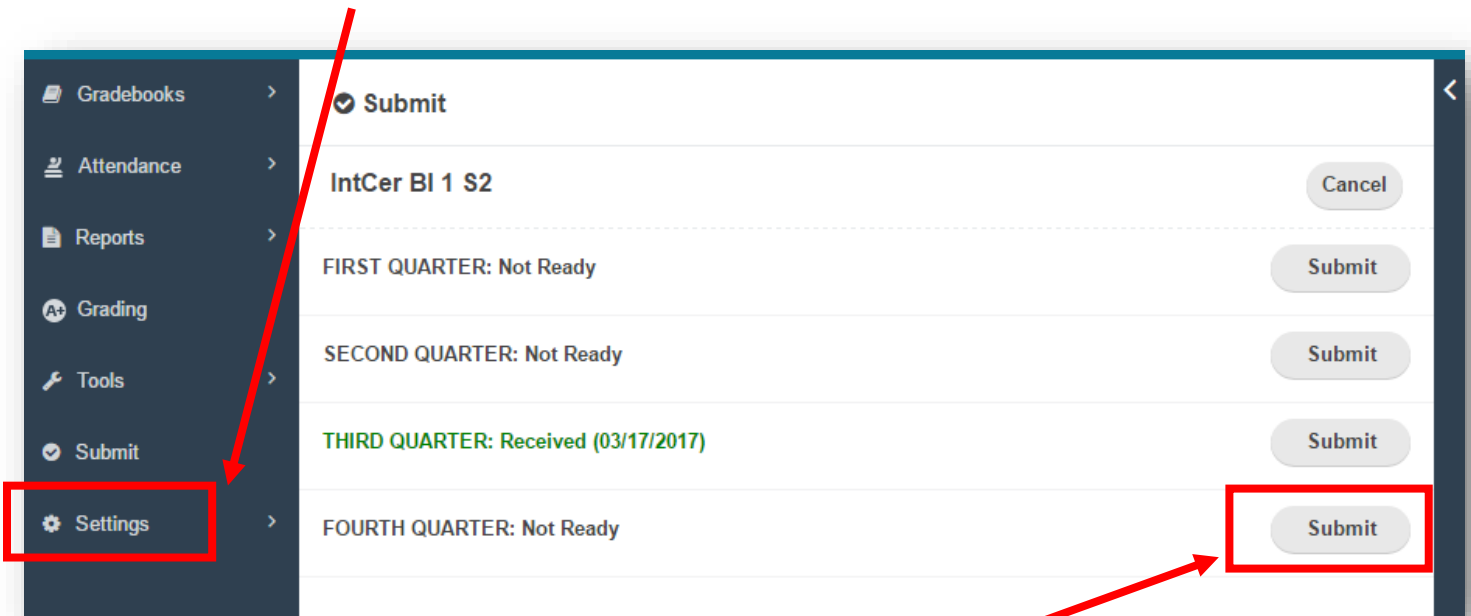
You are now ready to submit your grades for the Semester.

5. Submitting Quarter 4, Exam and Semester 2 Grades

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

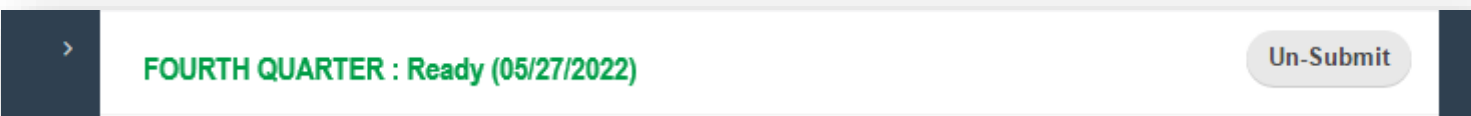
When you are finished checking your gradebook, you are ready to submit your grades.

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



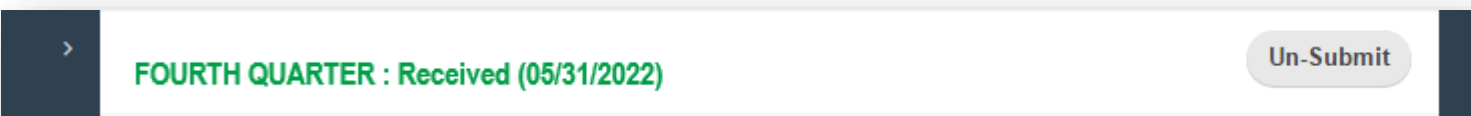
The screenshot shows a sidebar on the left with navigation options: Gradebooks, Attendance, Reports, Grading, Tools, Submit, and Settings. The 'Settings' option is highlighted with a red box. A red arrow points from this box to the 'Submit' button for the 'FOURTH QUARTER: Not Ready' section. The main content area shows a list of sections: 'IntCer BI 1 S2' with a 'Cancel' button, 'FIRST QUARTER: Not Ready' with a 'Submit' button, 'SECOND QUARTER: Not Ready' with a 'Submit' button, 'THIRD QUARTER: Received (03/17/2017)' with a 'Submit' button, and 'FOURTH QUARTER: Not Ready' with a 'Submit' button. The 'Submit' button for the fourth quarter is highlighted with a red box.

- b. To mark this gradebook as ready, **click on "Submit"**, and the status will change from black to green with the word "Ready" followed by the date.



The screenshot shows a single section: 'FOURTH QUARTER : Ready (05/27/2022)'. The text is green. To the right of the section is a button labeled 'Un-Submit'.

- c. After grades are pulled, you'll 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.



The screenshot shows a single section: 'FOURTH QUARTER : Received (05/31/2022)'. The text is green. To the right of the section is a button labeled 'Un-Submit'.

After marking your gradebook ready, you **may** make changes. However, any changes made **after** 3pm on May 27th **will not be recorded** on the report card. If you have a grade change after 3pm, May 27th, you must email Denice.