

Preparing your Gradebook for the end of Quarter 4

Junior High Academic and Specials Electives

Grades for 8th grade are due by 3pm Tuesday, May 17

Grades for 7th grade are due by 8am on Thursday, May 19

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.

We will email the PDF file with your students' report cards for review. Please inform Susan for updates.

Final report cards will be printed for teacher and principal signatures and mailing.

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 4 – FAQs for Electives Teachers

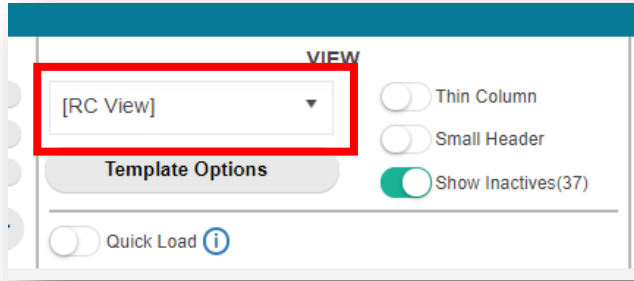
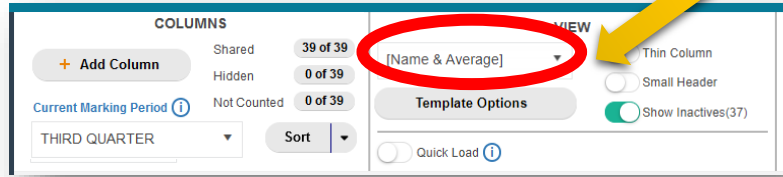
1. **Do I have to set the weights for the quarters:** **NO** – weighting is set up internally
2. **Do I have to round:** **NO** – the system rounds for students who are on the cusp
3. **Do I have to mark the quarter column and the Final Grade column as ready in separate steps?** **NO** – by marking quarter 4 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.

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 4 grades.

This view will show you each marking period.

In the Quarter 4 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 | 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 |
| 08-12 11:50 | | Click here to... | 03-21 09:44 | 04-27 14:57 | Click here to... | |
| AVERAGE | AVERAGE | Exam: M... | AVERAGE | AVERAGE | Exam: E... | FINAL |
| | | | | 88.75 B | | |
| | | | | 92.50 A- | | |
| | | | | 92.50 A- | | |

DO NOT ROUND.

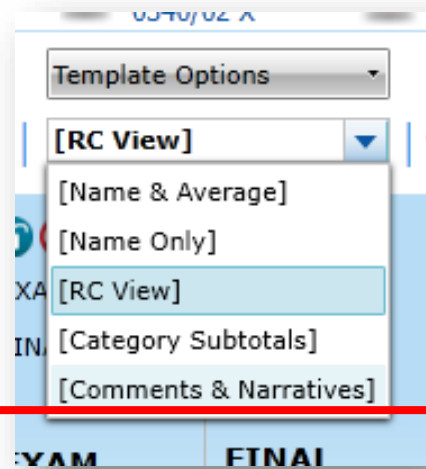
The gradebook will automatically round up to the next LETTER GRADE if a student is on the cusp

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.

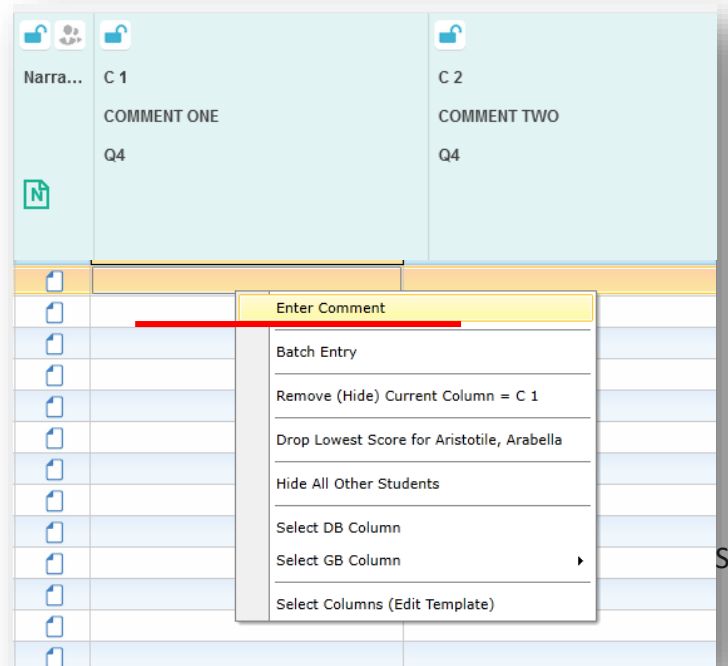
| AVERAGE | EXAM |
|----------------|-----------------------|
| MARKING PE... | FINAL |
| Q4 | EXAM |
| 04-27 14:37 | Click |
| AVERAGE | Exa |
| 95.43 | A |
| 90.95 | A- |
| 79.89 | C+ |
| 75.68 | C |
| 97.34 | A |
| 94.28 | A |
| 92.44 | A- |
| 93.68 | A |
| 92.55 | A |
| 99.19 | A+ |

2. Leaving a Comment

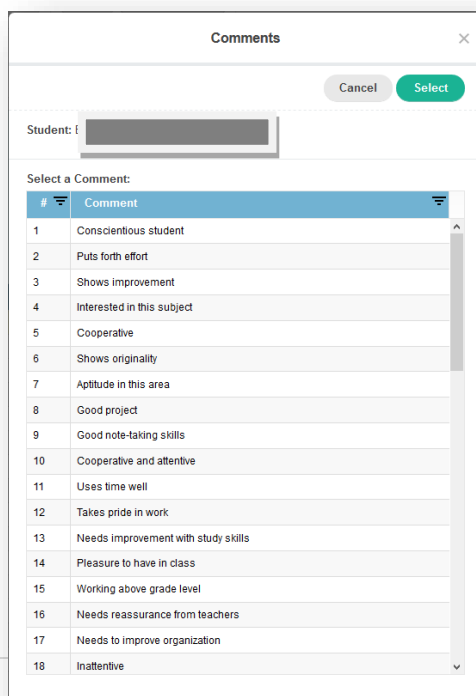
Change your gradebook view from [RC View] to [Comments & Narratives]



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.

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

Report Card Comments

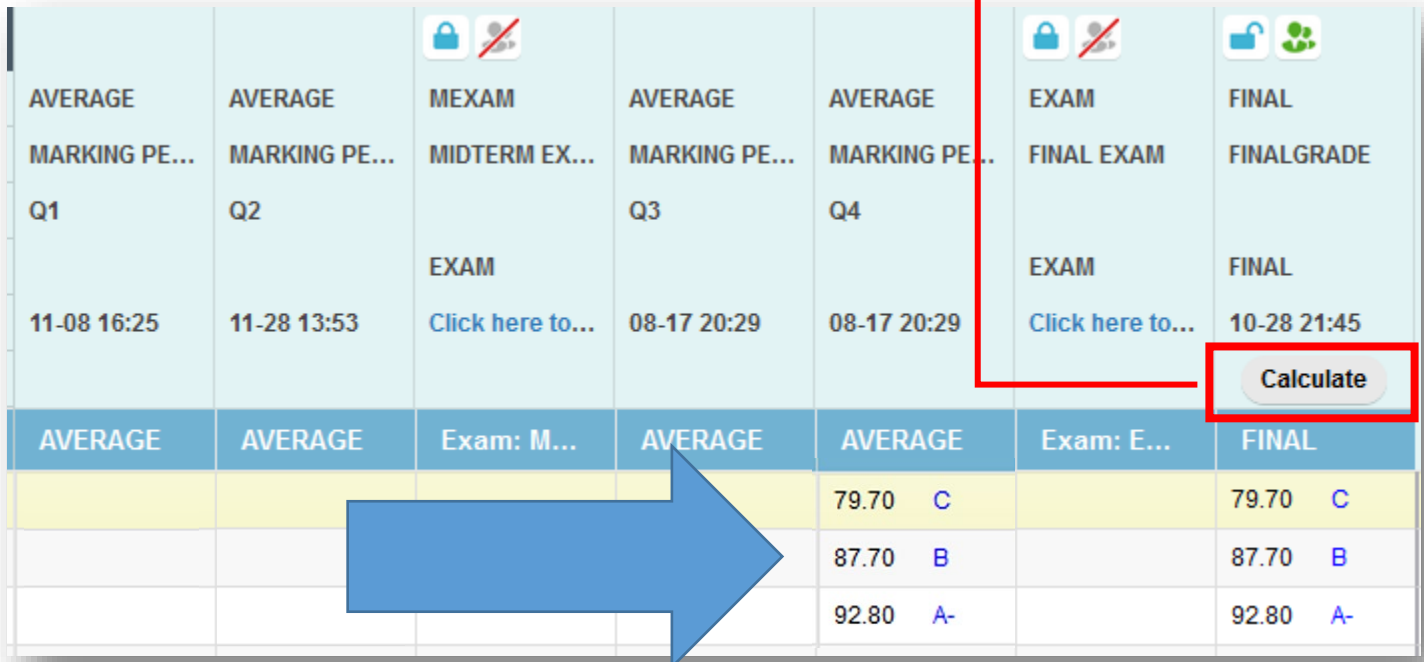
Enter the number to populate the comment field.

| | | | |
|----|-------------------------------------|----|------------------------------------|
| 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 3 percent and 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- |

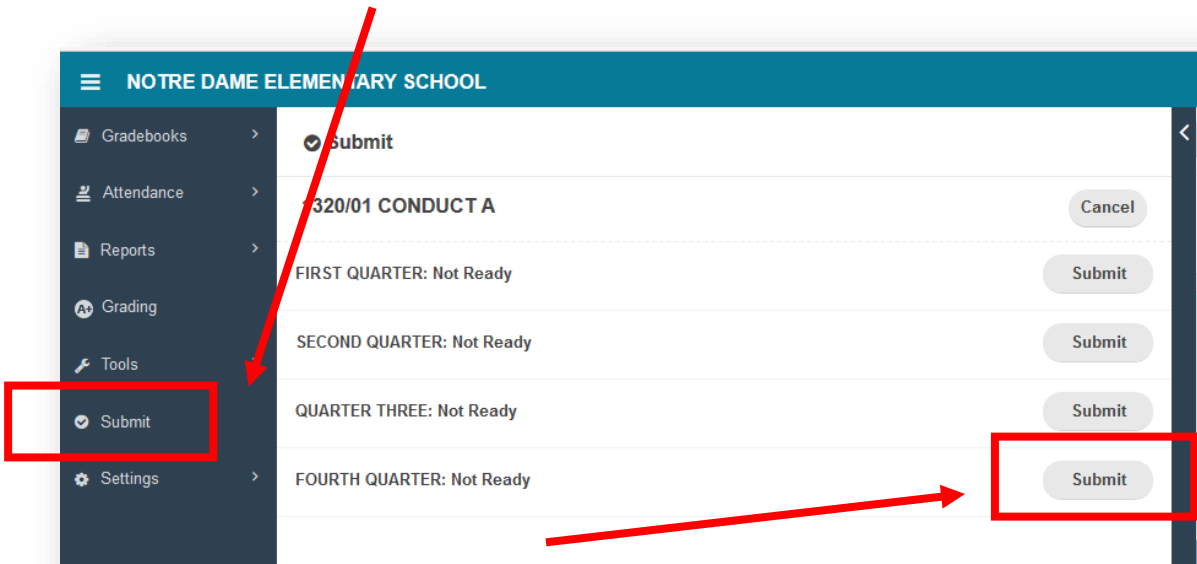
After making any grade changes, either in the quarter view or in the RC View, **YOU MUST PRESS CALCULATE** from the FINAL GRADE column header TO UPDATE THE FINAL GRADE.

You are now ready to submit your grades for the Quarter 4.

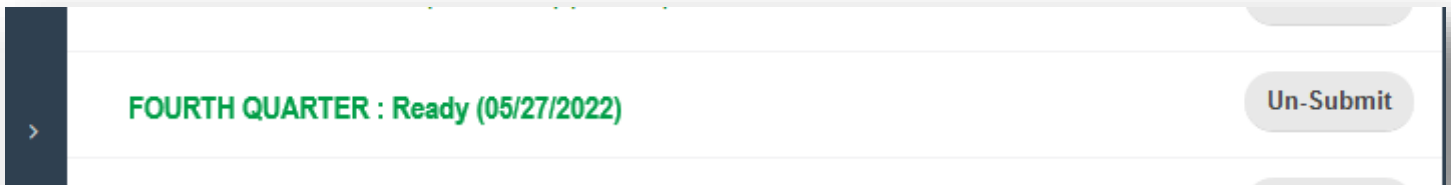
4. Marking your gradebooks “Ready” for submission

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

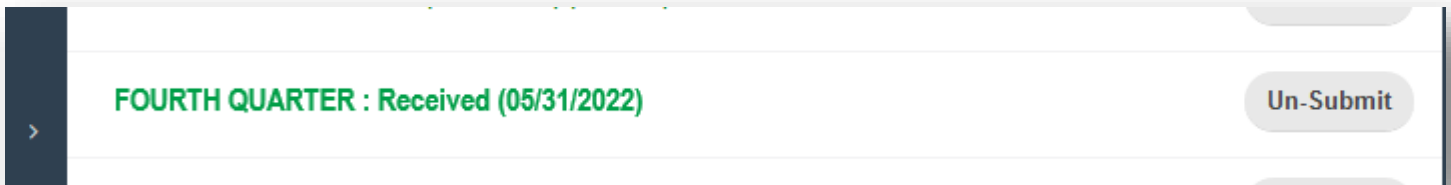
- a. Select the “Submit” link to the left of the page:



- 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. The 'Score Options' section is expanded, showing three radio buttons: 'Allow', 'Warn' (selected), and 'Do Not Allow'. Below this, the 'Enter key moves focus' section has 'Down' selected. The 'Number of decimal places to use' section has '2' selected. The 'Turbo Mode Settings' section has 'Standard: Auto-save scores ON; Auto-calculate averages ON' selected. A yellow arrow points from the 'Warn' option to a text box on the right that says 'Your gradebook should be set to "Standard"'. The 'Save' button is visible in the top right corner of the settings panel.