Preparing and Submitting 2nd Quarter Grades

Kinder, 1, 2, and 3

Grades are due Monday, December 20, at 8am

A set of instructions are posted after the Grade Band reminders below to guide you through submitting your grades for Quarter 2.

As you work through your gradebooks, please be sure of the accuracy of your grades, as well as spelling and grammar of narratives.

We will email the PDF file with your students' report cards for review. Please inform Susan if there are any errors that will need correction in the gradebook.

Dr. Hoynes will review final report cards the week we return from break. Report Cards will be emailed home at the end of the week.

Grade K Reminders:

1. Fill out narratives in the **Effort** grade book. There is a 500 character limitation on narratives.*
2. All skills are linked to a particular subject area. Skills will show up regardless if you are assessing them. If you do not want blanks in those columns, you will need to put in the code N/A for skills not assessed.

Grade 1-3 Reminders:

1. Complete a narrative for each student in the **Effort** gradebook. There is a 500 character limitation on narratives.*

*It would be wise to write narratives in a Word document **ahead of time**, then spell check, grammar check and character count. From here, copy and paste the narrative directly into the Gradebook narrative section.

In this resource guide:

1. Inputting Effort and/or Conduct grades (Grades K-3) – Effort or Conduct category, as well as an effort or conduct column
2. Leaving a "Narrative"
3. Checking to make sure everyone has a grade
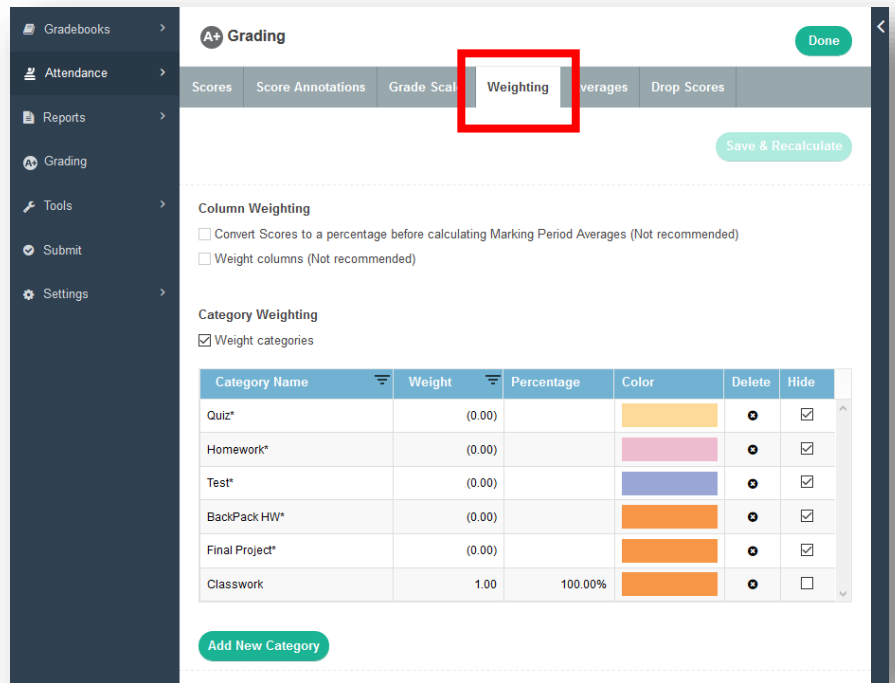4. How to mark your gradebooks ready for submission

You must mark your gradebooks 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. Effort and/or Conduct

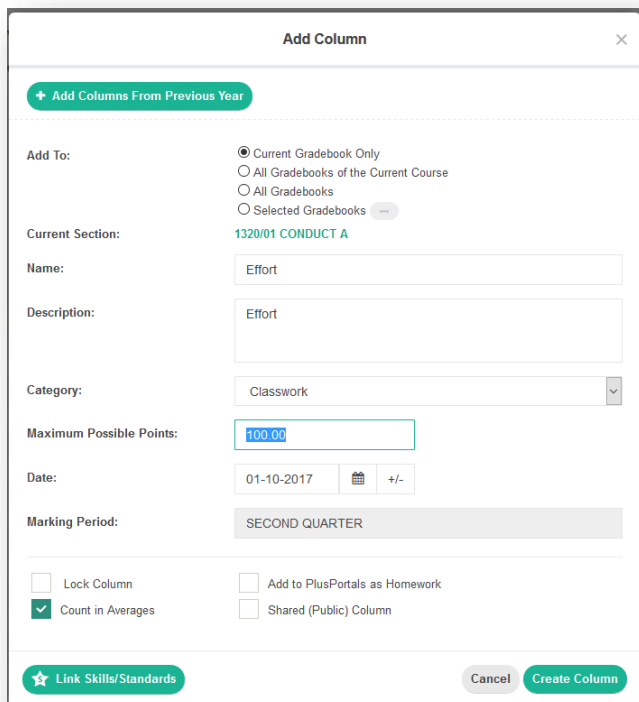Weighting for Effort and/or Conduct should be set from Quarter 1.

Review the settings such that the assignment column is tied to a category that is 100% of the grade in order for that grade to calculate properly. Make sure the Category/Column Weighting is correct for the Effort gradebook and/or the Conduct gradebook.

Within the Effort or Conduct gradebook, go to the Grading tab, and select Category/Column Weighting:

Select the Weighting tab

This particular teacher zeroed out the weights, and assigned Classwork with 100% of the overall weight.

It may be a good idea to create a new category called

Combined Effort and weight it 100%.

Just make sure that, whatever you decide to do, you have **one** category that is assigned **100%** of the weight.

Go back to the gradebook, create a new column in the gradebook, and assign it to the category that you have assigned as 100% of the grade.

This column **MUST** be counted in averages to be included on the report card.

2. Leaving a Narrative (grades K-3)

To leave narratives for students, hover over any grade in the QTR 2 column, and **right** click.

Avg: QTR 1		Avg: QTR2	Exam: EXAM1	SEM
5.43	A			95.
0.95	A-			90.
9.89	C+	Remove (Hide) FIRST QUARTER		79.
5.68	C			75.
7.34	A	Select DB Column		97.
		Select GB Column ▸		
4.28	A			94.
2.44	A-	Select Columns (Edit Template)		92.
3.68	A			93.
2.55	A			92.
9.19	A+			99

Click on

"Select GB Column" option

Then click on Narratives

Remove (Hide) Current Column = QUARTER THREE		
Select DB Column		
Select GB Column ▸	Narratives	
Select Columns (Edit Template)	Averages ▸	
	Comments ▸	
	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	AVERAGE	AVERAGE	EXAM	FINAL	Narrative
Marking Period	Marking Period	Marking Period	Marking Period	FINAL EXAM	FINALGRADE	
QTR 1	QTR 2	QTR3	QTR4			QTR 1
				EXAM	FINAL	
10-20 14:07				Click here to se		
					Calculate	
Avg: QTR 1	Avg: QTR 2	Avg: QTR3	Avg: QTR4	Exam: EXAM	FINAL	Narrative
79.00 S						
95.00 O						
79.00 S						
95.00 O						
79.00 S						

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.

Click on paper icon to add narrative

Narrative ✕

1320/01 CONDUCT A   Cancel | Save

MP	Grade
Q1	
Q2	
Q3	
Q4	

More Students ▾

Name	Description	Marking Period	Category	Date	Score
Conduct		Q1	Classwork	10-26-2018	100.00/100.00

VIEWING MARKING PERIOD

FIRST QUARTER ▼

This side of the page will show narratives from other quarters

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

COMMENT ONE

COMMENT TWO

✏ **SECOND QUARTER**   Character Count: 0 out of 1000 ⤢

B *I* U ≡ ≡ ≡ ≡ ≔ ≔ Format ▾
(inherited font) ▾   (inherited size) ▾   A ▾ ✎ ▾

Type in your comments for first quarter here.

There are a few editing capabilities in the above menu.

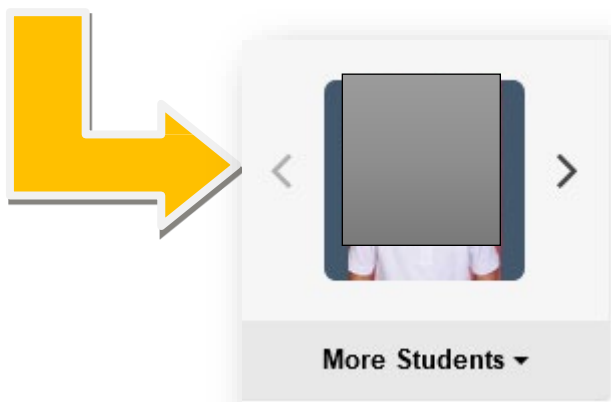**There is a 500 character limit on narratives.**

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

COMMENT ONE   ...

COMMENT TWO   ...

You can switch from student to student by clicking on the

left or right arrows on either side the student's picture, or clicking on the drop down arrow next to "More Students".
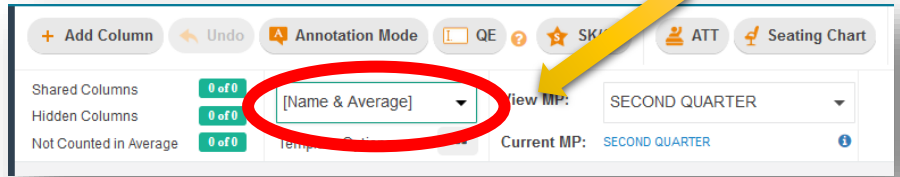

More Students ▾

When finished writing a narrative, click on "Save" in the top right hand corner of the page.
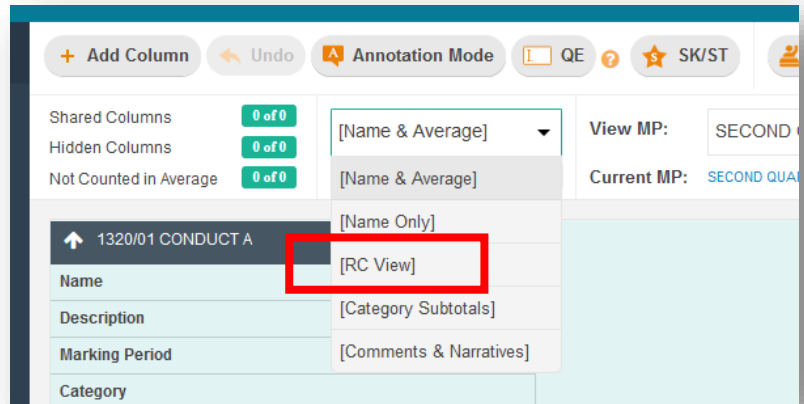
3. Reviewing your gradebook:

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 2 grades.

This view will show you each marking period.

In the Quarter 2 Marking, column you will see the percent and the letter grade.

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**

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:
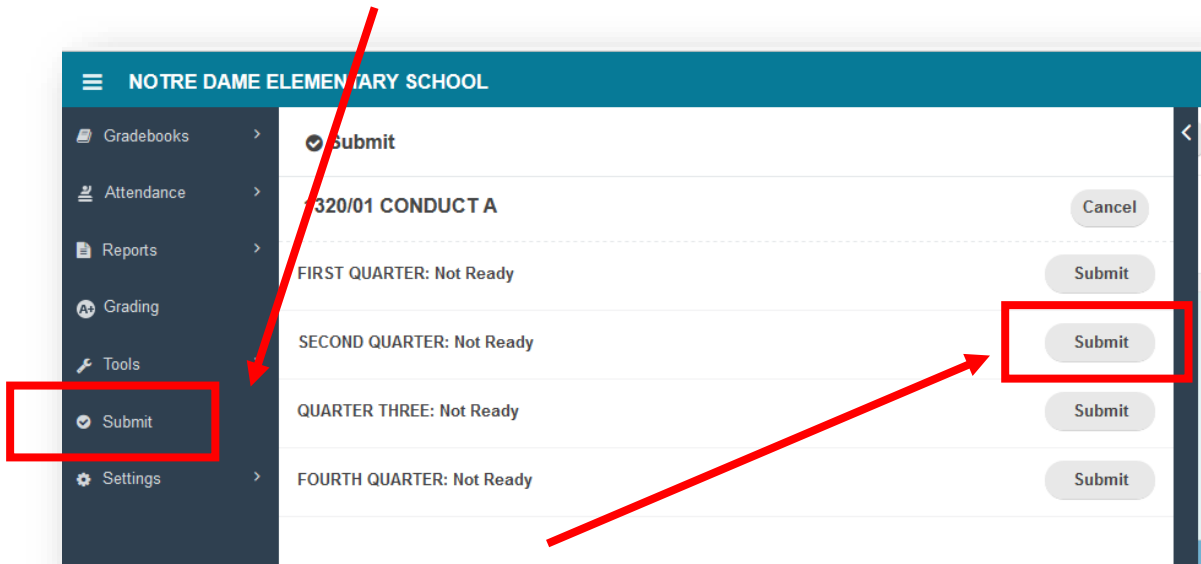
    b. To mark this gradebook as ready, **click on "Submit"**, and the status will change to Ready with the date.
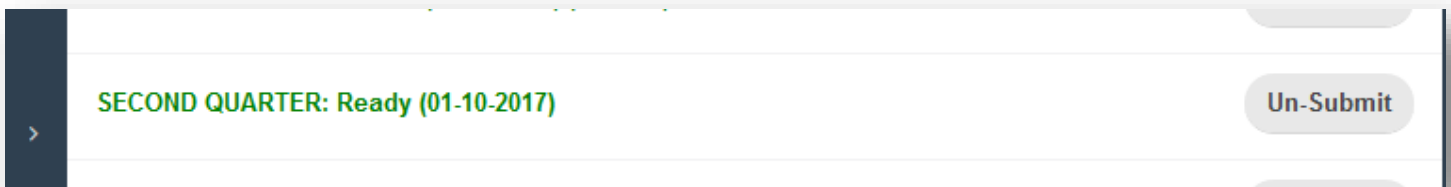
    c. After grades are pulled, you will see that the "Ready (followed by date)" will become **"Received (followed by date)"** and "(Locked)" may appear if gradebooks have been locked to prevent changes.
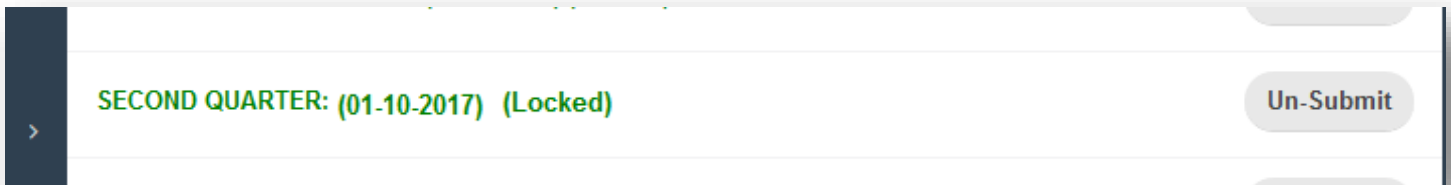
You must mark your gradebooks ready one section gradebook at a time. It is a safety measure to ensure that you have looked over each of your gradebooks prior to submitting your grades.

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.

a. Let Dr. Hoynes know who these students are **before** the end of the quarter.
b. 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.

c. When the student has made up the work, update your gradebook and let Dr. Hoynes know the student's updated quarter grade.
d. 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

Your gradebook should be set to "Standard"