

# Preparing and Submitting 4th Quarter and Final Grades

Kinder, 1, 2, 3

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**Grades are due Thursday, 5/19 at 8am**

A set of instructions are posted after these Grade Band reminders to guide you through submitting your grades for Quarter 4 and Final grades.

**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 for updates.

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

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## ***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.
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## ***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.

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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. Calculating the Final Grade
  5. Marking your gradebooks ready for submission
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**You must calculate final grades and 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.**

## End of Year FAQs

1. **Do I have to set the weights for the quarters: NO – it is already set up in the system**
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 and the Final grade ready in separate steps? NO – by marking Quarter 4 as ready, the program will automatically mark the final grade ready as well.**

You must calculate final grades and 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.

4. **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.**

### 1. Effort and/or Conduct (4<sup>th</sup> Grade)

In your effort and conduct gradebooks, the assignment column has to be 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.

The screenshot shows the 'Grading' interface with the 'Weighting' tab selected. The 'Grading' option in the sidebar is highlighted with a red box. The 'Weighting' tab in the top navigation is also highlighted with a red box. The main content area shows 'Column Weighting' and 'Category Weighting' options. A table lists categories with their weights and percentages.

Category Name	Weight	Percentage	Color	Delete	Hide
Quiz*	(0.00)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Homework*	(0.00)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Test*	(0.00)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
BackPack HW*	(0.00)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final Project*	(0.00)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Classwork	1.00	100.00%		<input type="checkbox"/>	<input type="checkbox"/>

**Add Column**

+ Add Columns From Previous Year

Add To:  Current Gradebook Only  
 All Gradebooks of the Current Course  
 All Gradebooks  
 Selected Gradebooks

Current Section: 1320/01 CONDUCT A

Name: Effort

Description: Effort

Category: Classwork

Maximum Possible Points: 100.00

Date: 01-10-2017

Marking Period: SECOND QUARTER

Lock Column  
 Add to PlusPortals as Homework  
 Shared (Public) Column

Link Skills/Standards Cancel Create Column

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 4 column, and **right** click.

**Note:** Be sure to hover over the QT4 Column (not the Final Grade Column). Only narratives for QTR 4 will appear on the report card.

vg: QTR 1	Avg: QTR2	Exam: EXAM1	SEM
5.43 A			95.
0.95 A-			90.
9.89 C+			79.
5.68 C			75.
7.34 A			97.
4.28 A			94.
2.44 A-			92.
3.68 A			93.
2.55 A			92.
9.19 A+			99.

- Remove (Hide) FIRST QUARTER
- Select DB Column
- Select GB Column
- Select Columns (Edit Template)

Click on  
 "Select GB Column" option  
 Then click on Narratives

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

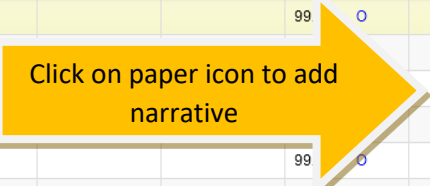
- Narratives
- Averages
- Comments
- Marking Period Points Earned
- Category Averages (Subtotals)

A column will open to the far right of your gradebook.

(At this point, your gradebook view will change from [RC View] to [Custom].)

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.

AVERAGE	AVERAGE	MEXAM	AVERAGE	AVERAGE	EXAM	FINAL	Narrative
MARKING PE...	MARKING PE...	MIDTERM EX...	MARKING PE...	MARKING PE...	FINAL EXAM	FINALGRADE	
Q1	Q2	EXAM	Q3	Q4	EXAM	FINAL	
10-18 06:58	12-30 07:33	<a href="#">Click here to...</a>	02-28 11:37		<a href="#">Click here to...</a>	12-17 16:08	
						<input type="button" value="Calculate"/>	
AVERAGE	AVERAGE	Exam: M...	AVERAGE	AVERAGE	Exam: E...	FINAL	Narra...
100.00 <input type="radio"/>	99.63 <input type="radio"/>		99.63 <input type="radio"/>			99 <input type="radio"/>	
100.00 <input type="radio"/>	99.70 <input type="radio"/>		98.52 <input type="radio"/>				
100.00 <input type="radio"/>	99.63 <input type="radio"/>		99.26 <input type="radio"/>				
100.00 <input type="radio"/>	99.40 <input type="radio"/>		99.63 <input type="radio"/>				
100.00 <input type="radio"/>	98.12 <input type="radio"/>		99.63 <input type="radio"/>			99 <input type="radio"/>	
100.00 <input type="radio"/>	95.57 <input type="radio"/>		100.00 <input type="radio"/>			97.79 <input type="radio"/>	
100.00 <input type="radio"/>	98.42 <input type="radio"/>		97.78 <input type="radio"/>			99.21 <input type="radio"/>	



### Narrative

Cancel Save

**1320/01 CONDUCT A**

MP	Grade	Name	Description	Marking Period	Category	Date	Score
Q1	O	what number...		Q4	Classwork	03-21-2022	12/14.00
Q2	S+	how many m...		Q4	Classwork	03-21-2022	8/12.00
Q3	O	dr seuss ho...		Q4	Classwork	03-21-2022	6/6.00
Q4	S+	snowman ad...		Q4	Classwork	03-21-2022	9/9.00

**VIEWING MARKING PERIOD**

SECOND QUARTER

This side of the page will show narratives from other quarters

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

COMMENT ONE

COMMENT TWO

**FOURTH QUARTER** Character Count: 0 out of 500

**B I U** [List Icons] Format

(inherited font) (inherited size)

**Type in your comments for first quarter here.**

There are a few editing capabilities in the above menu.

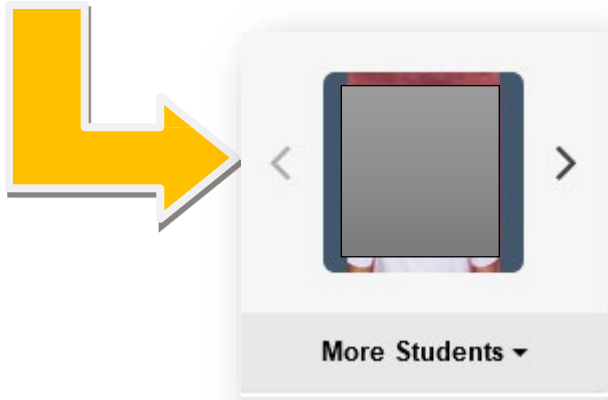
**There is a 500 character limit on narratives.**

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

COMMENT ONE  ...

COMMENT TWO  ...

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".

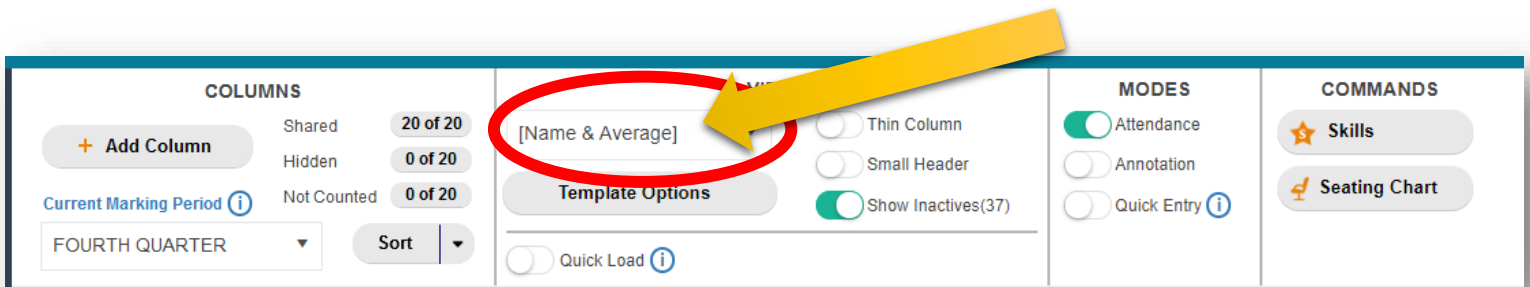


When finished writing a narrative, click on "Save" in the top right hand corner of the page.

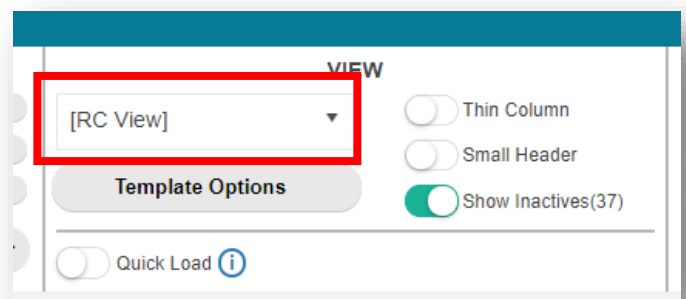
### 3. Checking over your gradebook:

Make sure that every assignment has a score.

Currently, you probably have your gradebook view set to [Name and Average] or [Custom view].



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.

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In the Quarter 4 Marking, column you will see the percent and the letter grade.

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
10-15 14:57	12-30 07:35	<a href="#">Click here to...</a>	03-14 12:56	04-08 12:17	<a href="#">Click here to...</a>	03-14 12:56
						<a href="#">Calculate</a>
AVERAGE	AVERAGE	Exam: M...	AVERAGE	AVERAGE	Exam: E...	FINAL
95.52 O	92.95 S+		95.20 O	92.50 S+		94.56 O
100.00 O	99.57 O		99.04 O	100.00 O		99.54 O
100.00 O	98.93 O		99.28 O	98.44 O		

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

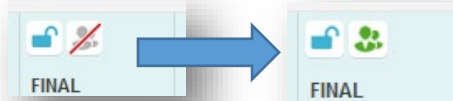
Note that the letter grade for 94.52 reflects an O

AVERAGE
MARKING PE...
Q4
04-08 12:17
AVERAGE
97.26 O
89.25 S
85.75 S
94.52 O
92.65 S+
97.92 O

#### 4. Calculating the Final Grade

The Final Grade is an average of the percentages earned from each quarter.

First, make the column public.



Note, the final grade will not be public to parents/students until the system administrator sets the grades to public on the back end, date TBD.

Setting the column to public ensures that the Final Grade *will* be visible to Parents/Students in PlusPortals when the system administrator makes Quarter 4 and Final grades visible.

To update the Final Grade, you must press the Calculate button in the header of the Final column.

FINAL
FINALGRADE
FINAL
04-15 09:03
Calculate
FINAL
91.79 B+
93.80 A-
85.62 B-
88.28 B
87.53 B

FINAL
FINALGRADE
FINAL
04-15 09:04
Calculate
FINAL
91.79 B+
93.80 A-
86.04 B-
88.37 B
87.70 B

Notice that after pressing calculate the FINAL percent has changed.

If the percent moves a student into a lower or higher letter grade, the letter grade will change also reflect the new corresponding percent.

After making any grade changes, either in the quarter view or in the RC View, **YOU MUST PRESS CALCULATE** from the FINAL column TO UPDATE THE NEW FINAL GRADE in each section of your gradebook.

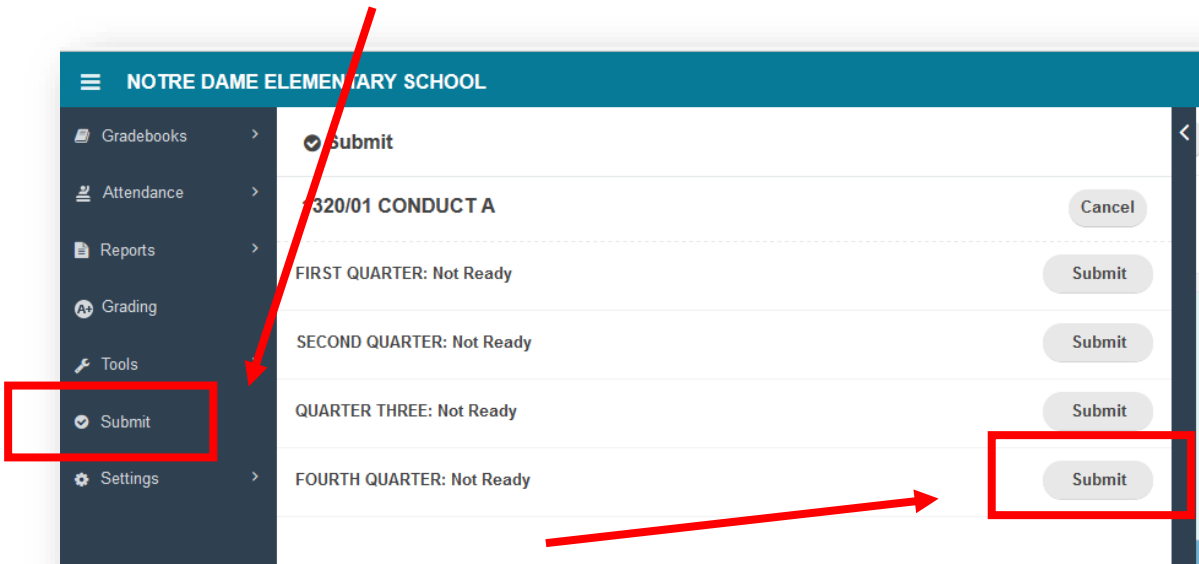
**You are now ready to submit your grades**

Continue for instructions on Marking your gradebooks ready for submission

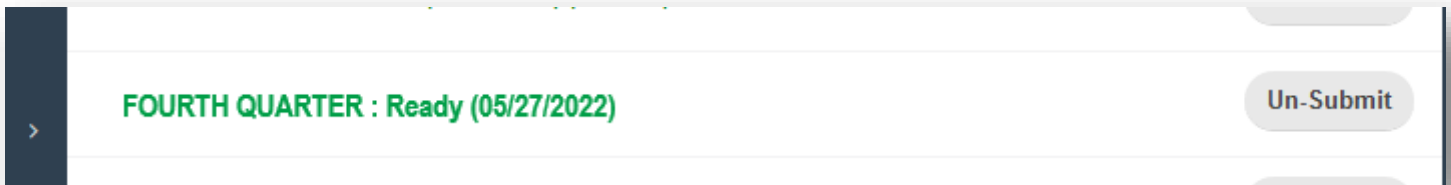
## 5. Marking your gradebooks “Ready” for submission

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

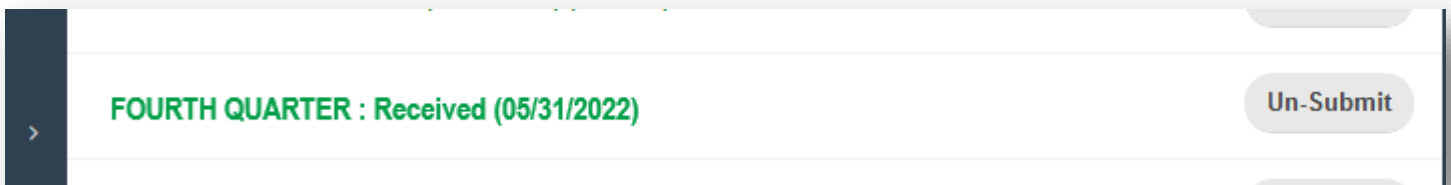
- a. Select the “Submit” link to the left of the page:



- 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.**



## 6. 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.

## 7. 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

**General Settings**

Cancel Save

Score Options

Entered score exceeds maximum possible points

Allow

Warn

Do Not Allow

Enter key moves focus

Down

Right

Number of decimal places to use

0

1

2

Turbo Mode Settings

Standard: Auto-save scores ON; Auto-calculate averages ON

Turbo: Auto-save scores ON, Auto-calculate averages OFF

Your gradebook should be set to  
“Standard”