

Preparing and Submitting Quarter Grades

Third Quarter Grades are due Friday, 3/12 at 8am

In this guide:

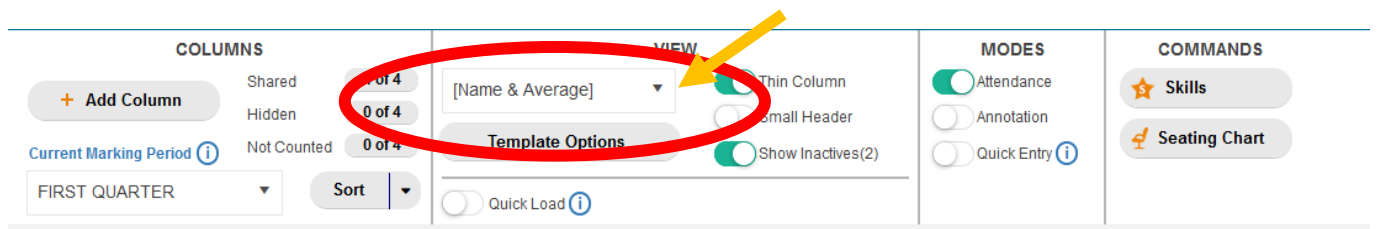
1. Pages 1 and 2: How to check your grades to make sure everyone has a grade
2. Pages 3 - 5: Optional: how to leave a "Narrative" (comment about quarter performance, specific to a student)
3. Page 6 - 8: How to mark your gradebook ready for submission
4. Page 8: Special case scenarios

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.

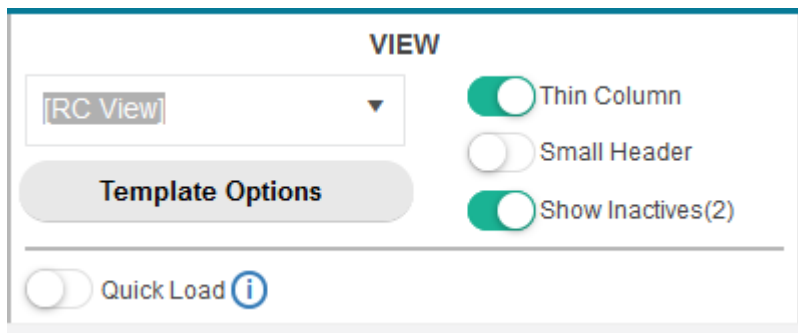
1. Checking over your gradebook:

Make sure all academic achievement grades have a score. According to our revised academic policies, all academic achievement grades need to be attempted. If a student did not turn in a practice assignment, you should type in "NS", which stands for Not Submitted. The NS is equal to 0 points.

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



Select [RC view], Report Card View, to confirm Quarter 3 grades.



This view will show you each marking period.

In the Quarter 3 Marking Period, column you will see the percent and the letter grade.

AVERAGE	AVERAGE	EXAM2	SEM 2
Marking Period	Marking Period	SEMESTER 2 EX	SEMESTER 2 GR
QTR 3	QTR 4	EXAM	SEMESTER
03-02 08:19	10-02 16:14	Click here to see	<input type="button" value="Calculate"/>
85.70			
Avg: QTR 3	Avg: QTR 4	Exam: EXAM2	SEM 2
95.00 A			
78.98 C			
77.72 C			
92.66 A			

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 79.89 rounds to a C+ letter grade; the 75.69 rounds to a C letter grade, and the 92.55 rounds to the A letter grade.

AVERAGE	AVERAGE
Marking Period	Marking Period
QTR 3	QTR 4
03-02 08:19	10-02 16:14
85.70	
Avg: QTR 3	Avg: QTR 4
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+	

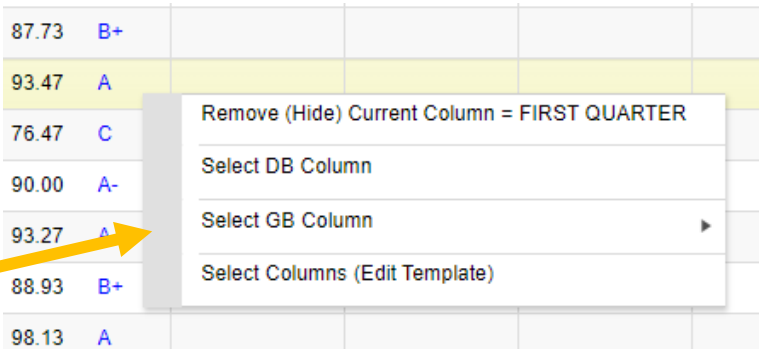
2. Optional: Leaving a Narrative

Narratives are teacher comments regarding performance during the quarter.

If you choose to include a narrative, it is imperative that you take the time to complete a spell and grammar check on your comments.

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

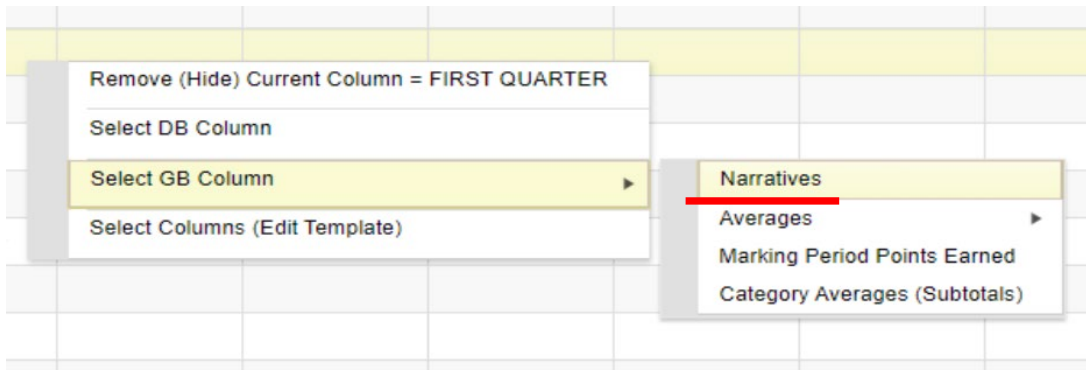
Click on
"Select GB Column" option



87.73	B+				
93.47	A				
76.47	C				
90.00	A-				
93.27	A				
88.93	B+				
98.13	A				

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

Then click on Narratives



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

Narratives
Averages
Marking Period Points Earned
Category Averages (Subtotals)

This side of the page will show narratives from past quarters

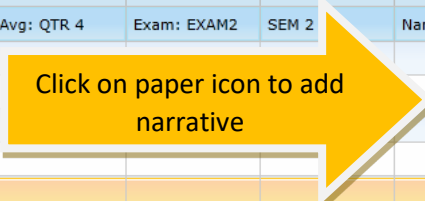
i.e. In 4th quarter you will be able to see 3rd quarter narratives.

A new 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	EXAM2	SEM 2	Narrative
Marking Period QTR 3 03-02 08:19 85.70	Marking Period QTR 4 10-02 16:14	SEMESTER 2 EX EXAM Click here to see	SEMESTER 2 GR SEMESTER Calculate	QTR 3
Avg: QTR 3 95.00 A	Avg: QTR 4 78.98 C	Exam: EXAM2 77.72 C	SEM 2 92.66 A	Narrative 92.65 A



To reference grades earned on each assignment without having to go back to the full gradebook, you can scroll through the list.

< >

More Students ▾

MP	Grade
Q1	A
Q2	
Q3	
Q4	

Name	Description	Marking Period	Category	Date	Score
About Me		Q1	Practice	08-27-2020	10/10.00
Lab Safety F...		Q1	Practice	08-27-2020	5/5.00
Safety First N...		Q1	Practice	09-01-2020	10/10.00
8/27 Bellringer		Q1	Practice	09-01-2020	5/5.00

VIEWING MARKING PERIOD

SECOND QUARTER ▾

This side of the page will show narratives from past quarters of the current year.

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

FIRST QUARTER Character Count: 182 out of 150

B I U [bulleted list] [numbered list] [link] [undo] [redo] Paragr... ▾

Times New Ro ... ▾ 14pt ▾ A ▾ [background color]

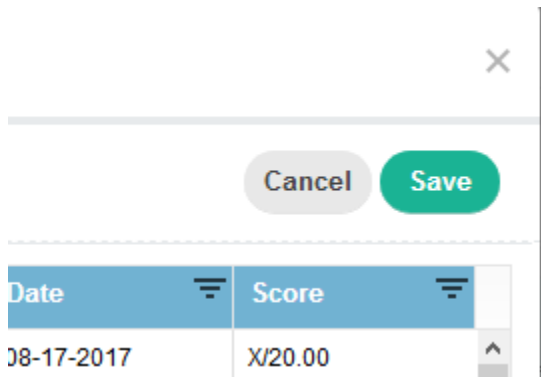
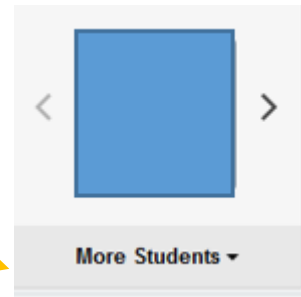
Type in your comments here.

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.

You can switch from student to student by clicking on the left or right arrows on either side of the student's picture, or to jump to a specific student, click on the drop down arrow next to More Students to select a student from your roster.

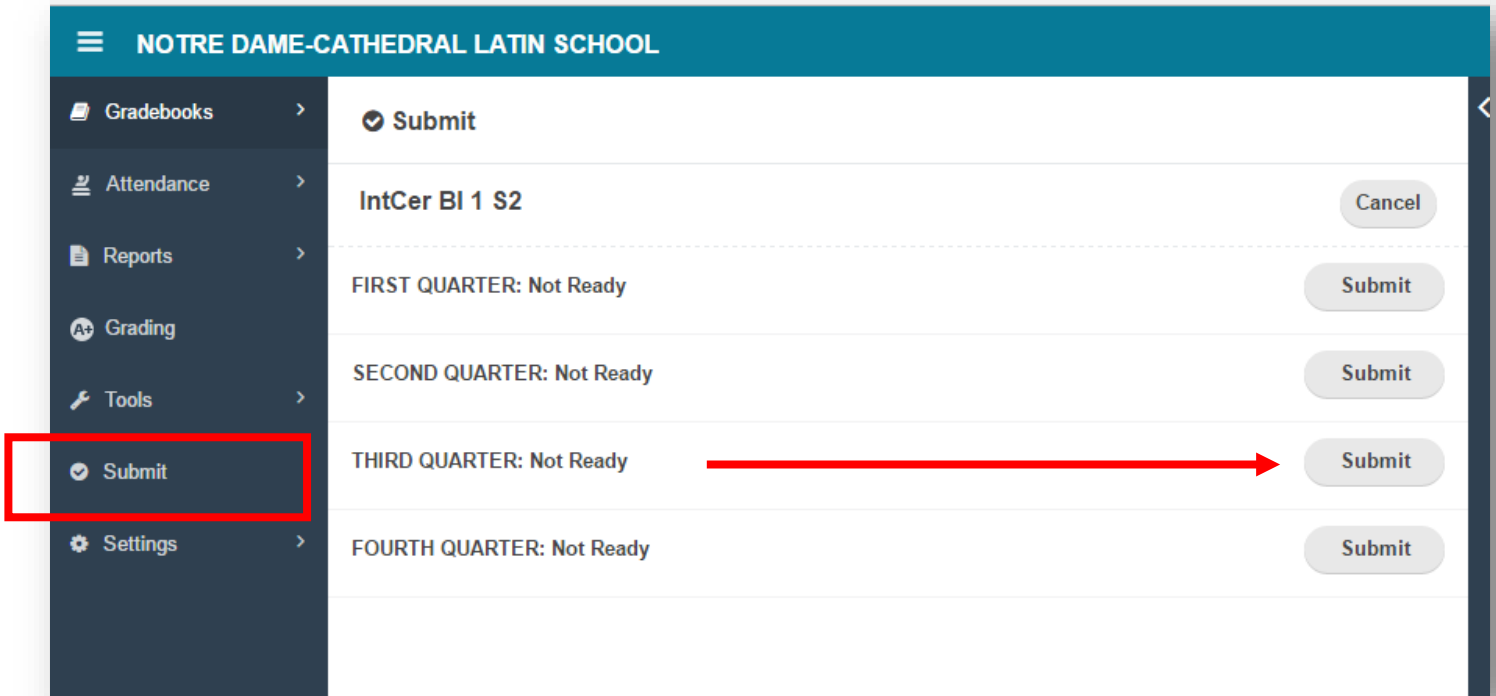


When finished writing a narrative, click on "Back to Gradebook" in the top right hand corner of the page.

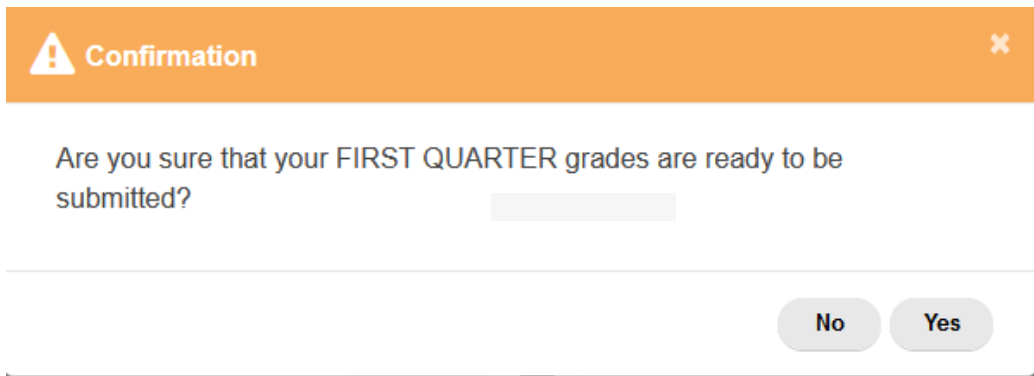
3. Marking your gradebooks “Ready” for submission

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

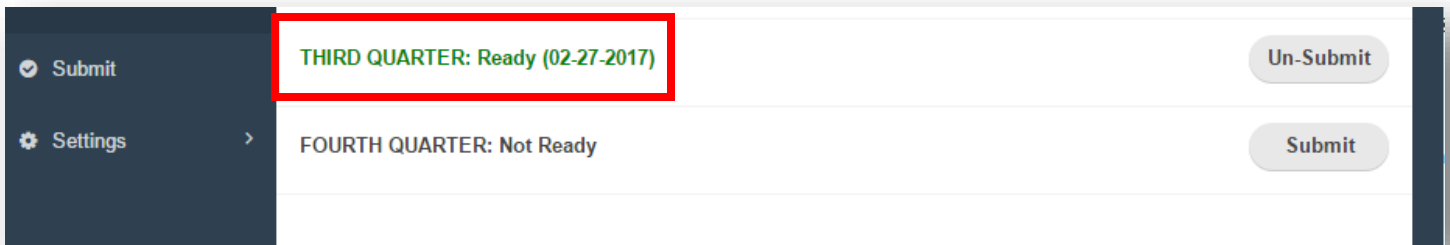
You must mark your gradebook ready ONE SECTION AT A TIME. This ensures that you have looked over each of your gradebooks prior to submitting your grades.



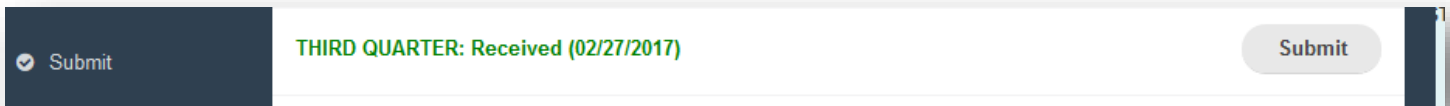
- a. To mark this gradebook as ready, **click on “Submit”**, a confirmation window will pop up.



b. After clicking yes, you will see that the status has changed to **Ready**, with the date.



c. After grades are pulled, you'll see that the "Ready (followed by date)" will become "**Received (followed by date)**"



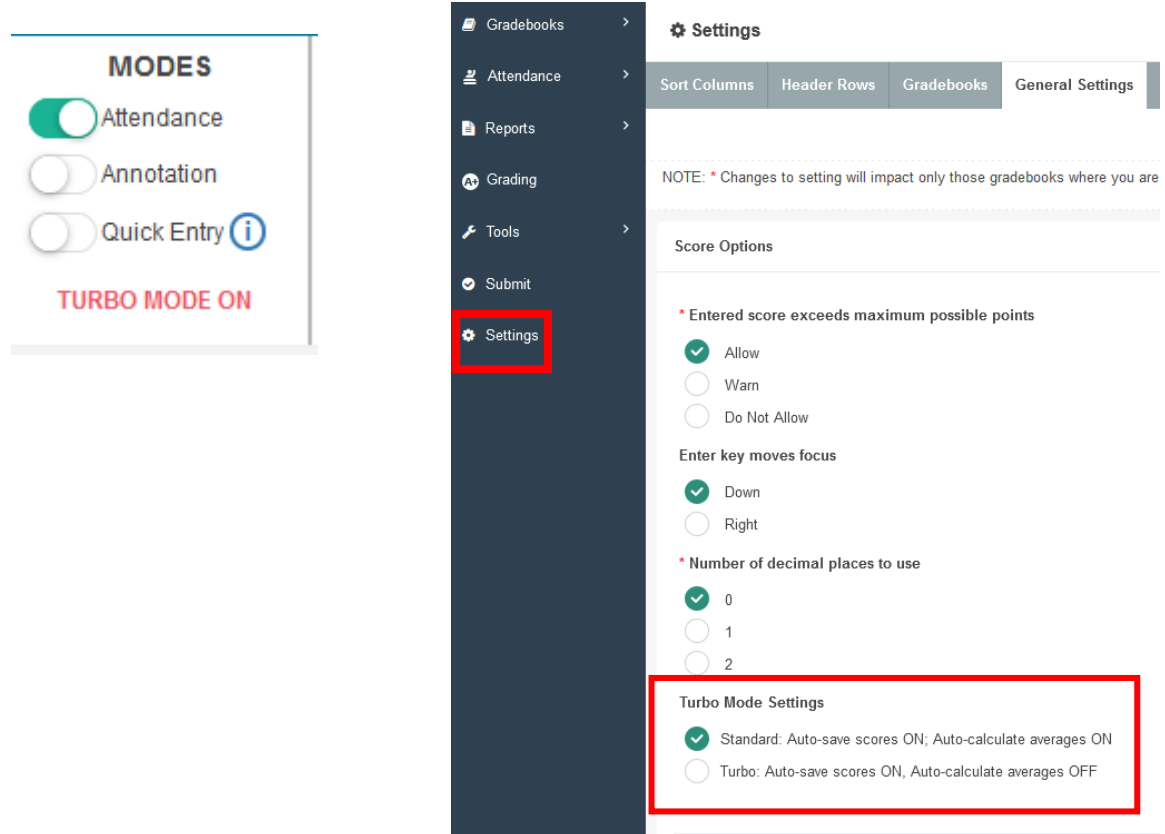
Trouble shooting

What if the percentages aren't 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, or Turbo?**

Most teachers have their gradebooks defaulting to **Standard**. If you do have your gradebook set to Turbo, you'll 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.



4. Special Case Scenarios

Sometimes you will have special case scenarios: students with extended illnesses making up work or students who are absent and missing assignments in the last week of the quarter.

- a. Let Denise 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 Denise via email with:
 - a. The student's old letter grade
 - b. The updated quarter letter grade
 - c. The reason why the change was necessary