

Preparing and Submitting Quarter Grades

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

In this guide:

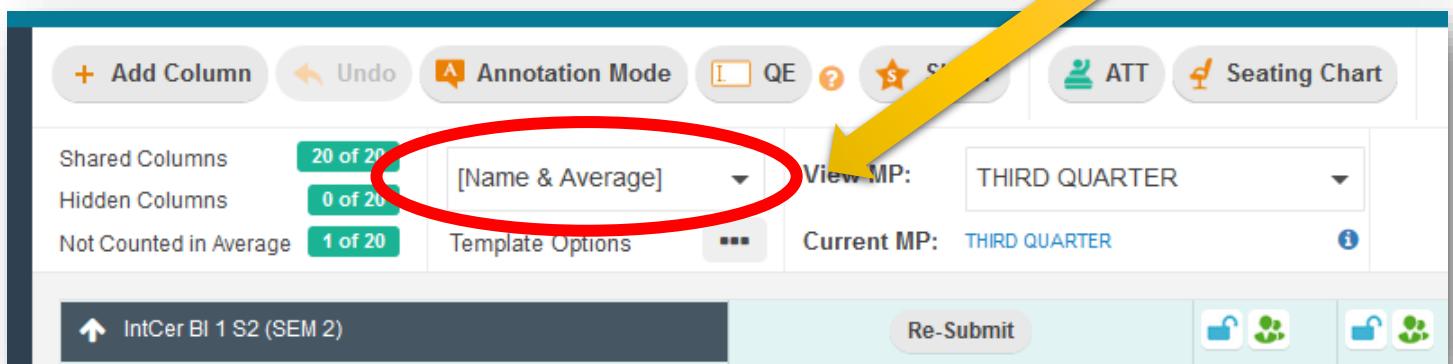
1. Pages 1 and 2: How to check your grades to make sure everyone has a grade
2. Pages 3 and 4: Optional: how to leave a “Narrative” (comment about quarter performance, specific to a student)
3. Page 5: How to mark your gradebook ready for submission
4. Page 6: Special case scenarios

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.

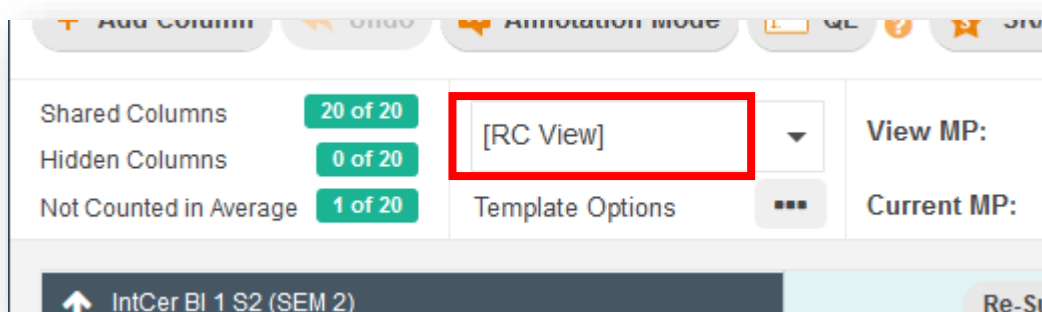
1. Checking over your gradebook:

Make sure that every assignment has a score. If a student did not turn in an 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 reflects a C+; the 75.69 reflects 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 Rediker’s version of teacher comments regarding the quarter.

To leave narratives for students, hover over any grade in the QTR 3 column, and **right** click to open the a menu.

AVERAGE	AVERAGE	Exam: EX...	SEM 1
92.68	A		
89.69	A-		
86.63	B		
85.66	B		
86.88	B		
85.77	B		
86.51	B		
94.24	A		

Click on

“Select GB Column” option

Then click on Narratives

AVERAGE	AVERAGE	Exam: EX...	SEM 1	AVERAGE	AVERAGE
92.68	A				
89.69	A-				
86.63	B				
85.66	B				
86.88	B				
85.77	B				
86.51	B				
94.24	A				
94.24	A				

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.

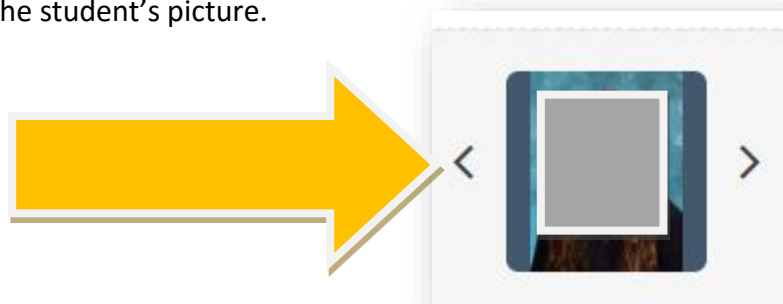
AVERAGE	AVERAGE	EXAM2	SEM 2	Narrative
Marking Period QTR 3	Marking Period QTR 4	SEMESTER 2 EX	SEMESTER 2 GR	QTR 3
03-02 08:19	10-02 16:14	EXAM	SEMESTER	
85.70		Click here to se	Calculate	
Avg: QTR 3	Avg: QTR 4			Narrative
95.00	A			
78.98	C			
77.72	C			
92.66	A			
92.65	A			

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

The screenshot shows a software interface for a gradebook. At the top, it says "Block 1" and has a "Back to Gradebook" button. Below this is a table with columns: MP, Grade, Name, Description, Marking Period, Date, and Score. The table lists several assignments, with the last one, "HW-2", highlighted in yellow. Below the table, there are two narrative editing sections. The left section is titled "Viewing: SECOND QUARTER" and "Narrative" and contains text explaining that this side shows narratives from past quarters. The right section is titled "Editing: FIRST QUARTER Narrative" and contains a rich text editor with a toolbar and a 150-character limitation notice. At the bottom left is an "Exit" button and at the bottom right is a "Done" button.

MP	Grade	Name	Description	Marking Period	Date	Score
Q1	A	HW-1	Bring a 2 pocket folder and a pencil pouch t	Q1	8/17/2015	5.00/5.00
Q2		CW-1	Duplication sheet #1 - purple	Q1	8/17/2015	5.00/5.00
Q3		CW-2	Yellow Duplication Grid Puzzle	Q1	8/19/2015	4.90/5.00
Q4		Quiz-1	Quiz on the Elements of Art. Refer to the E	Q1	8/19/2015	19.00/20.00
		HW-2	Green grid puzzle worksheet	Q1	8/21/2015	4.90/5.00

You can switch from student to student by clicking on the left or right arrows below the student's picture.

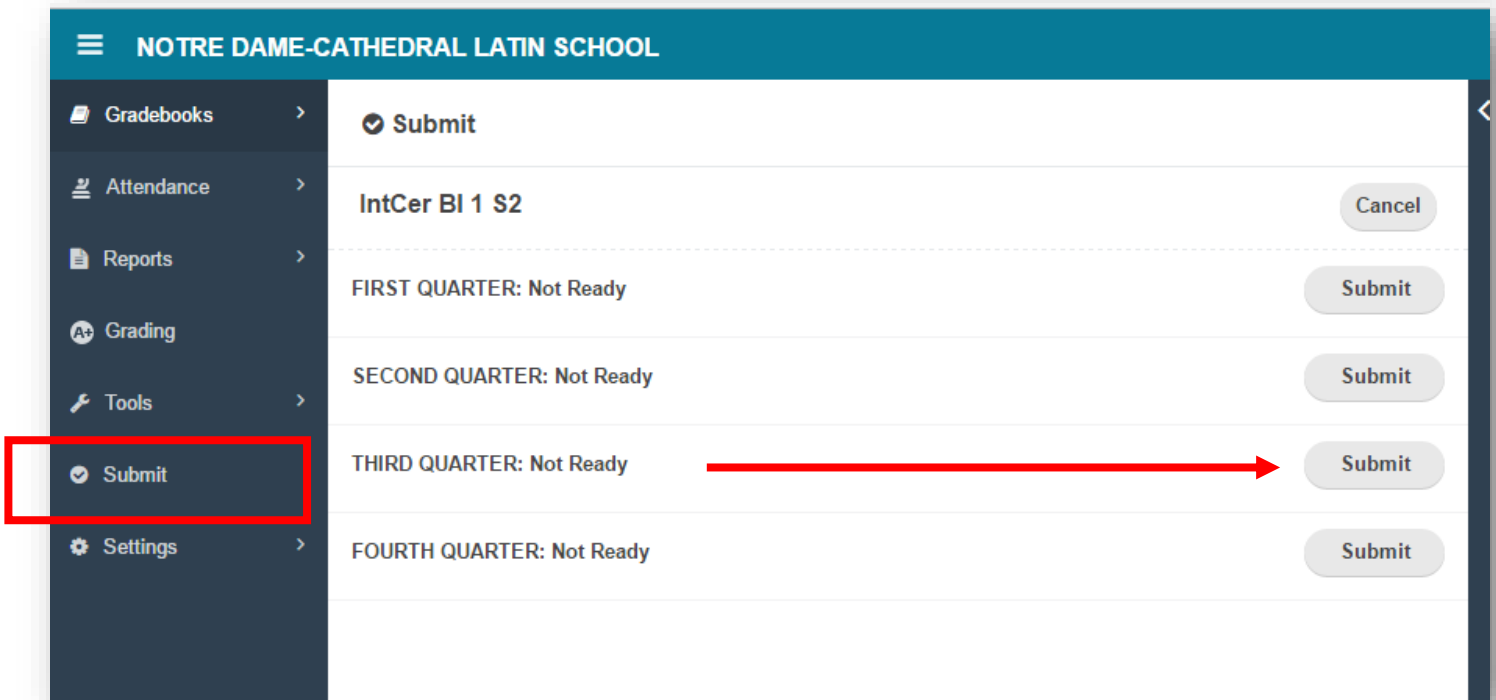


A close-up of the "Back to Gradebook" button in the top right corner of the page. Below the button is a portion of the gradebook table, showing the "Score" column with values like "5.00/5.00", "4.60/5.00", "5.00/5.00", and "19.00/20.00".

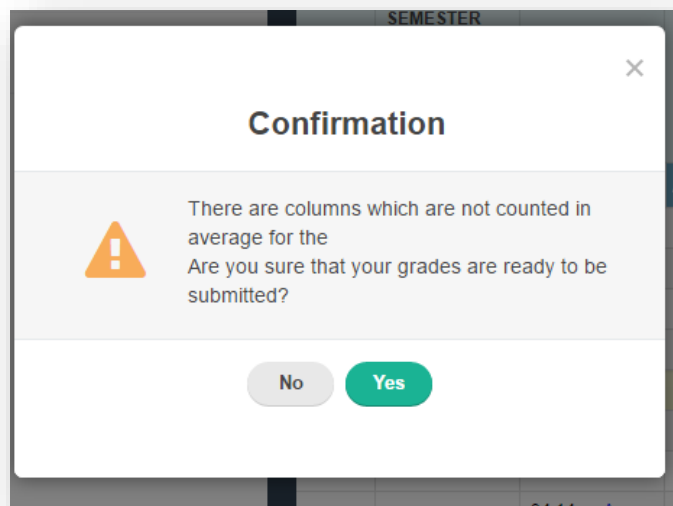
When finished writing a narrative, click on "Back to Gradebook" in the top right hand corner of the page.

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.

a. Select the “Submit” from the left hand menu:



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



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

THIRD QUARTER: Ready (02-27-2017)

Un-Submit

Submit

FOURTH QUARTER: Not Ready

Submit

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

THIRD QUARTER: Received (02/27/2017)

Submit

3. 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 Denice 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 missing work you can make the grade adjustment directly in your gradebook.
- d. After you've made the change, inform Denice via email with:
 - a. The student's old letter grade
 - b. The updated quarter letter grade
 - c. The reason why the change was necessary

4. 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, Turbo, SuperTurbo**?

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

The screenshot shows the 'General Settings' interface for TeacherPlus Gradebook. The left sidebar contains navigation options: Gradebooks, Attendance, Reports, Grading, Tools, Submit, and Settings (highlighted with a red box). The main content area is titled 'General Settings' (also highlighted with a red box) and includes a 'Cancel' button and a green 'Save' button. The settings are organized into sections: 'Score Options', 'Entered score exceeds maximum possible points' (with radio buttons for Allow, Warn (checked), and Do Not Allow), 'Enter key moves focus' (with radio buttons for Down (checked) and Right), 'Number of decimal places to use' (with radio buttons for 0, 1, and 2 (checked)), 'Turbo Mode Settings' (highlighted with a red box, with radio buttons for Standard: Auto-save scores ON; Auto-calculate averages ON (checked) and Turbo: Auto-save scores ON, Auto-calculate averages OFF), 'Other' (with a dropdown arrow), and 'Font color for withdrawn students?' (with radio buttons for Red (checked) and Gray). The bottom of the page shows 'Column Options' with a dropdown arrow. The footer includes the TeacherPlus Gradebook logo, Beta Version 0.1.20.0, and copyright information for Rediker Software, Inc.