

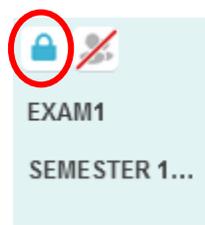
Grades are due Monday, December 21, by 8 am.

In this resource guide:

1. How to check your grades to make sure everyone has a grade for Quarter 2 and the Semester.
 2. Optional: how to leave a Quarter 2 “Narrative” (comment about quarter performance, specific to a student)
 3. How to calculate the semester grade
 4. How to mark your gradebook ready for submission
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Ending Semester 1 for the 2020-2021 School Year – FAQs

1. **Do I have to set the weights for the quarters and semesters:** **NO** – weighting is set up internally. Additionally, because we will not be giving exams this semester, the Exam column should be left blank.
2. **Do I have to create an exam column in the 2nd quarter view:** **NO – please leave this column locked.** By default, the exam columns are locked:



Do not unlock.

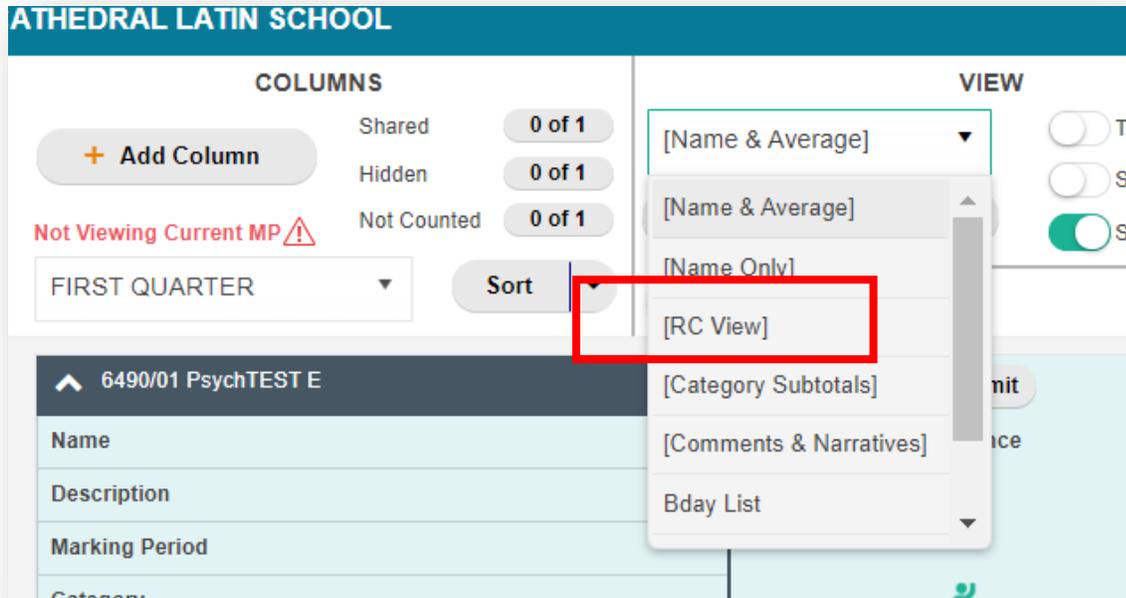
As we will not be giving exams this semester, you will leave this column blank. Semester 1 grades will be calculated by averaging quarter 1 and quarter 2 grades.

3. **Do I have to round:** **NO** – the system rounds for students who are on the cusp
4. **Do I have to mark the quarter column and the Semester column as ready in separate steps?** **NO** – by marking quarter 2 as ready, the program will automatically mark the semester ready 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. Checking Quarter 2 Grades

In your gradebook, set your view to the **Report Card View [RC View]**. Open the menu selection by clicking the arrow and select [RC View]:



You will see that the Curr MP, or current marking period, is Second Quarter, and the marking period that you are viewing (or View MP) is set to second quarter.

COLUMNS: + Add Column, Hidden (0 of 0), Not Counted (0 of 0)

VIEW: [RC View], Thin Column, Small Header

MODES: Attendance, Annotation, Quick Entry

COMMANDS: Skills, Seating Chart

Current Marking Period: SECOND QUARTER

View MP: SECOND QUARTER

Current MP: SECOND QUARTER

6490/01 PsychTEST E

AT: Submit

Attendance

AVERAGE AVERAGE EXAM1 SEM 1 AVERAGE AVERAGE EXAM2 SEM 2

MARKING P... MARKING P... SEMESTER ... SEMESTER ... MARKING P... MARKING P... SEMESTER ... SEMESTER ...

Q1 Q2 EXAM SEMESTER Q3 Q4 EXAM SEMESTER

10-30-2019 10-30 12:19 10-30 12:21 Click here t... SEMESTER

Calculate Calculate

Name (37/37) Office D... Office Pe... Cl... AVERAGE AVERAGE Exam: E... SEM 1 AVERAGE AVERAGE Exam: E... SEM 2

Look over the grades in the Q2 Column.

If you find that your quarter 2 grades are incorrect, go back to the 2nd quarter gradebook view (either Name & Average, Name only, or whichever template you prefer and go over your gradebook). When you have updated second quarter from this view, the corrections will automatically show in the RC View.

2. Optional: Leaving a Narrative for Quarter 2

Narratives are teacher comments regarding student performance during the quarter.

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

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

(Note – there is no way to leave a Semester narrative)

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		

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

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				

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

Narratives
 Averages
 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	EXAM1	SEM 1	AVERAGE	AVERAGE	EXAM2	SEM 2	Narrative
Marking Period	Marking Period	SEMESTER 1 EX	SEMESTER 1 GR	Marking Period	Marking Period	SEMESTER 2 EX	SEMESTER 2 GR	QTR 1
10-02 14:44	10-02 14:39	8/3/2015	09-30 12:46	10-02 14:39	07-20 11:38	Click here to se	09-30 12:41	
91.98		100.00	Calculate	91.98			Calculate	
Avg: QTR 1	Avg: QTR2	Exam: EXAM1	SEM 1	Avg: QTR 3	Avg: QTR 4	Exam: EXAM2	SEM 2	Narrative
95.43	A		95.43	A				
90.95	A-		90.95	A-				
79.89	C+		79.89	C+				
75.68	C		75.68	C				

Click on paper icon to add narrative

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.

To reference scores for each assignment, you can scroll through the list.



Block 1

MP	Grade	Name	Description	Marking Period	Category	Date	Score
Q1	A	CW-9	Columns 1 and 3 of the value chart. See bl	Q2	Academic Practice	10/12/2015	19.50/20.00
Q2	A	Proj-3	Ribbon project	Q2	Academic Achievement	10/22/2015	48.00/50.00
Q3		HW-14	Revise your eXpressions rough draft. Make	Q2	Academic Practice	10/12/2015	20.00/20.00
Q4		HW-15	Finish 2nd column of value chart. Go to Bl	Q2	Academic Practice	10/15/2015	18.50/20.00
		HW-16	Rendering a complex coffee mug. See Blac	Q2	Academic Practice	10/26/2015	10.00/10.00

Viewing: FIRST QUARTER

Narrative

This side of the page will show narratives from **past** quarters
i.e. In 2nd quarter you will be able to see 1st quarter narratives.

Editing: SECOND QUARTER Narrative

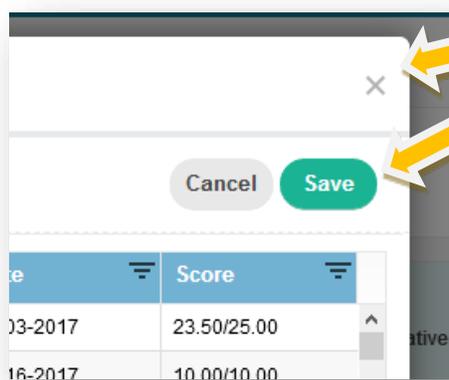
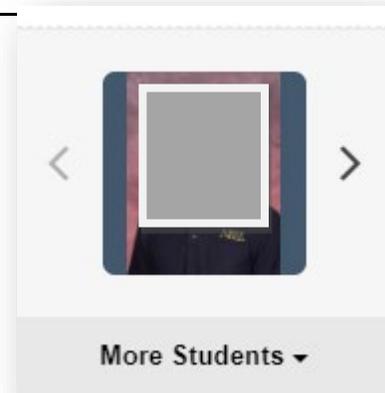
Type in your comments here.

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.

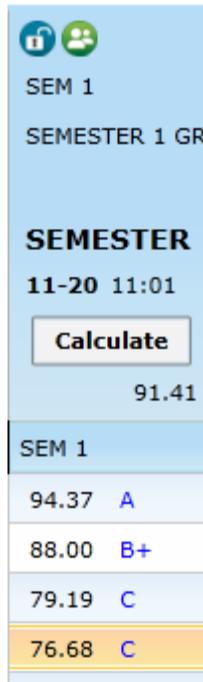
You can switch from student to student by clicking on the left or right arrows below the student's picture.



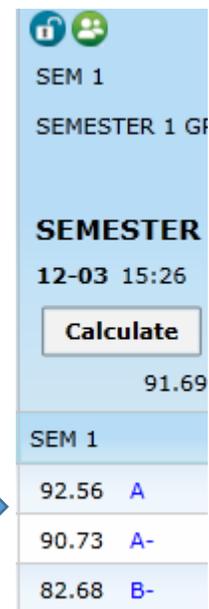
When finished writing a narrative, click Save and "x" out at the top right hand corner of the page to go back to your gradebook.

4. Calculating the Semester Grade

To update the Semester Grade, you must press the Calculate button in the header of the SEM 1 column.



SEM 1
SEMESTER 1 GR
SEMESTER
11-20 11:01
<input type="button" value="Calculate"/>
91.41
SEM 1
94.37 A
88.00 B+
79.19 C
76.68 C



SEM 1
SEMESTER 1 GR
SEMESTER
12-03 15:26
<input type="button" value="Calculate"/>
91.69
SEM 1
92.56 A
90.73 A-
82.68 B-

Notice the Semester I percent has changed, and for two students, their Semester letter grade has also changed.

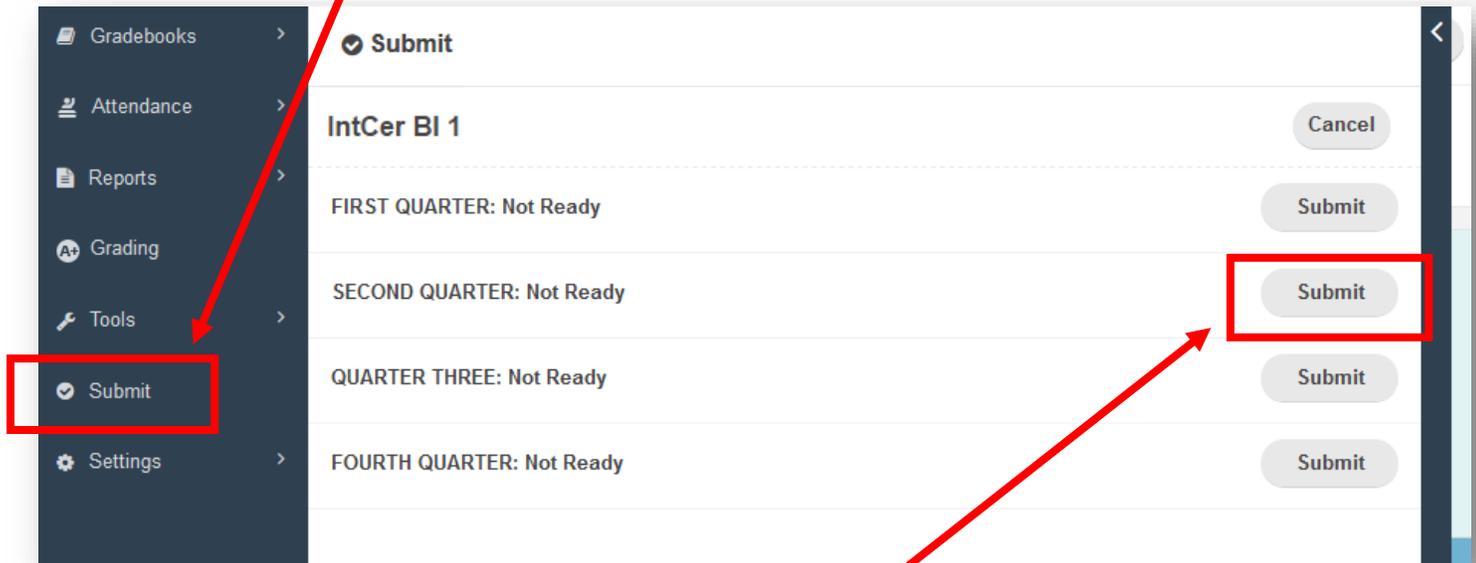
After making any grade changes, either in the quarter view or in the RC View, **YOU MUST PRESS CALCULATE** from the Semester Column TO UPDATE THE NEW SEMESTER GRADE.

You are now ready to submit your grades for the Semester.

5. Submitting Quarter 2 and Semester 1 Grades

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.

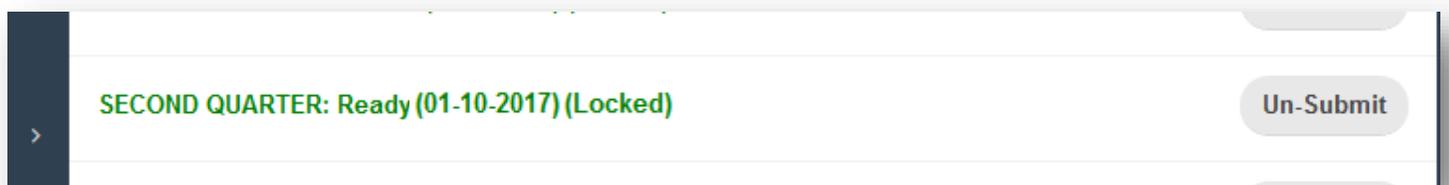
When you are finished checking your gradebook, you are ready to submit your grades. Select the “Submit” link to the left of the page:



To mark this gradebook as ready, **click on “Submit”**, and the status will change to Ready with the date.



After grades are pulled, you will see that the “Ready (followed by date)” will become “**Received (followed by date)**”. “(Locked)” may appear if gradebooks have been locked to prevent changes.



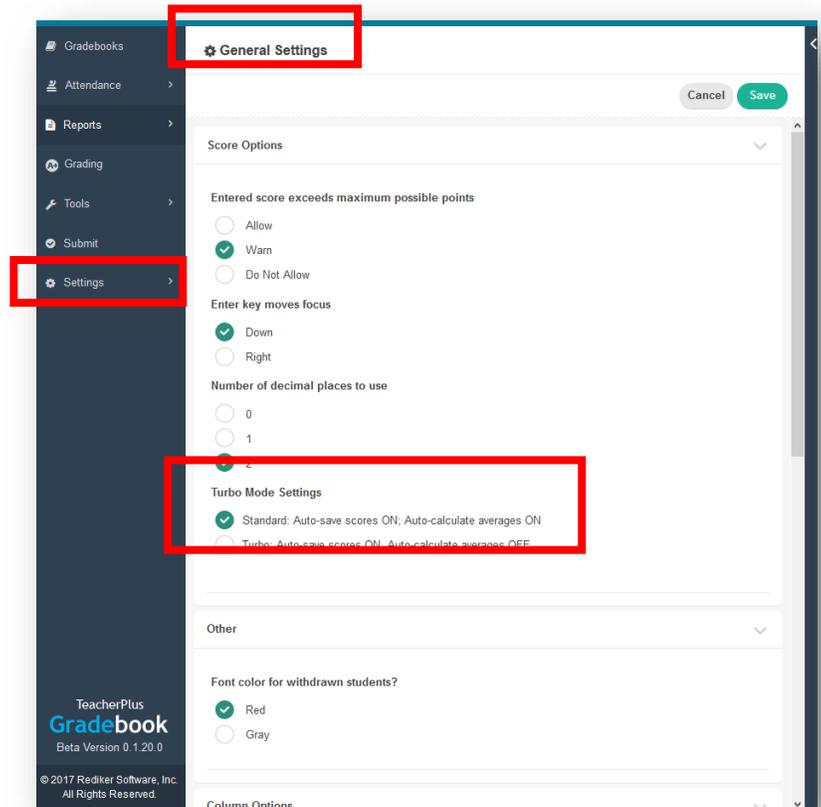
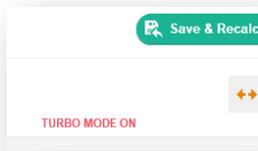
After marking your gradebook ready, you **may** make changes. However, any changes made **after** 8am on December 21, **will not be recorded** on the report card. If you have a grade change after 8am, December 21, you must email Denice.

Trouble shooting

What if the percentages are not 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 will 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 mode.

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 work you can make the grade adjustment directly in your gradebook.
- d. After you have 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