

Preparing and Submitting 1st Quarter Grades

Grades are due Thursday (10/22) at 8am

In this resource guide:

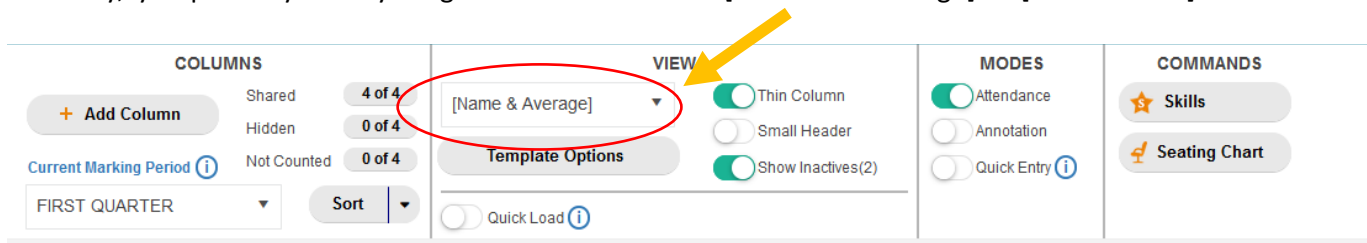
1. How to check your grades to make sure everyone has a grade, pp 1-2
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3. How to mark your gradebook ready for submission, pp 5-6
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You must mark your gradebook ready one section at a time. It is a safety measure to ensure that you have looked over each of your gradebooks prior to submitting your grades.

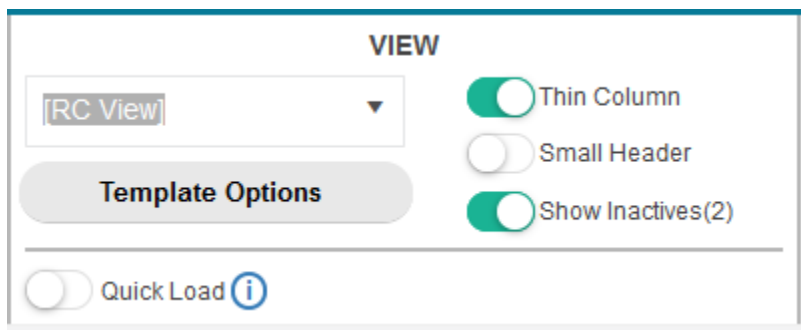
1. Checking over your gradebook:

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 1 grades.



This view will show you each marking period.

In the Quarter 1 Marking Period, column you will see the percent and the letter grade.

AVERAGE	AVERAGE	EXAM1	SEM 1	AVERAGE	AVERAGE	EXAM2	SEM 2
Marking Period	Marking Period	SEMESTER 1 EX	SEMESTER 1 GR	Marking Period	Marking Period	SEMESTER 2 EX	SEMESTER 2 GR
QTR 1	QTR2			QTR 3	QTR 4		
10-02 14:44	10-02 14:39	EXAM	SEMESTER	10-02 14:39	07-20 11:38	EXAM	SEMESTER
		8/3/2015	09-30 12:46			Click here to se	09-30 12:41
91.98		100.00	<input type="button" value="Calculate"/>				<input type="button" value="Calculate"/>
Avg: QTR 1	Avg: QTR2	Exam: EXAM1	SEM 1	Avg: QTR 3	Avg: QTR 4	Exam: EXAM2	SEM 2
95.43 A			95.43 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 75.68 reflects a C letter grade,

The 92.55 rounds to the A letter grade.

AVERAGE	AVERAGE
Marking Period	Marking Period
QTR 1	QTR2
10-02 14:44	10-02 14:39
91.98	
Avg: QTR 1	Avg: QTR2
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

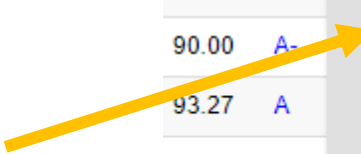
Narratives are Rediker’s version of teacher comments regarding the quarter.

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 1 column, and **right** click.

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)

Click on “Select GB Column” option 

Then click on Narratives






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)

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 QTR 1	Marking Period QTR2	SEMESTER 1 EX	SEMESTER 1 GR	Marking Period QTR 3	Marking Period QTR 4	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 specific student and a new window will open.

To reference grades earned on each assignment, you can scroll through the list

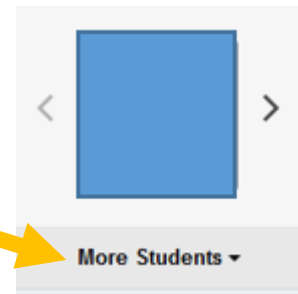
The screenshot shows a student's profile with a blue square placeholder for a picture. To the right is a table of assignments:

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

Below the table, there are two sections: 'VIEWING MARKING PERIOD' with a dropdown menu set to 'SECOND QUARTER', and 'FIRST QUARTER' with a 'Character Count: 182 out of 150' indicator. The 'FIRST QUARTER' section contains a rich text editor with a toolbar and a text area containing the following text:

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.



The screenshot shows a 'Cancel' button and a green 'Save' button. Below them is a table with two columns: 'Date' and 'Score'.

Date	Score
08-17-2017	X/20.00

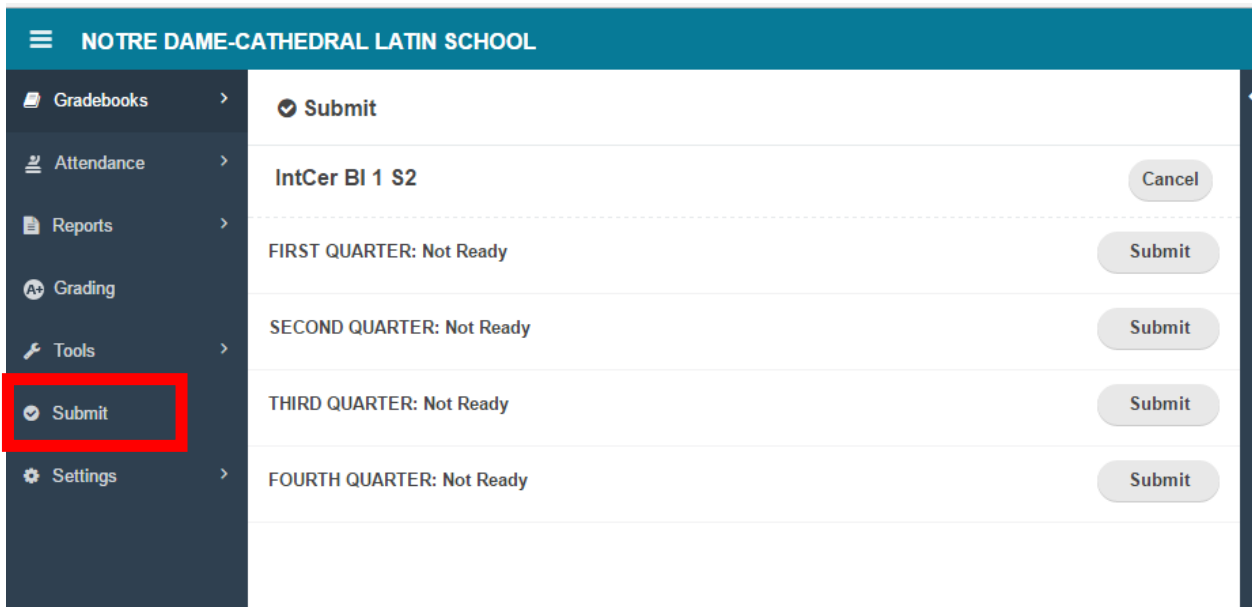
When finished writing a narrative, click on "save" in the top right hand corner of the page.

3. Marking your gradebooks “Ready” for submission

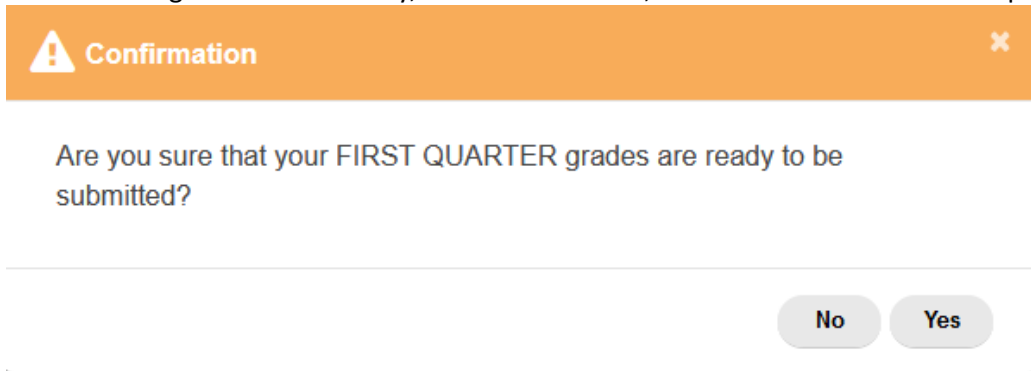
When you are finished checking your gradebook, you are ready to submit your grades.

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.

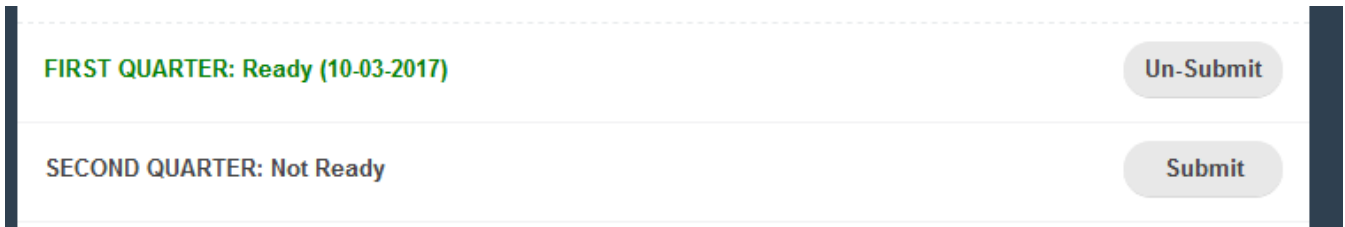
a. Select the “Submit” from the left hand menu:



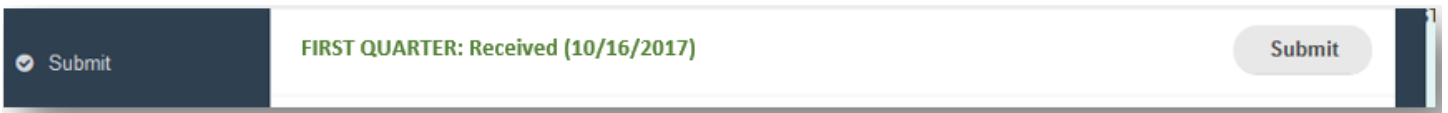
b. To mark this gradebook as ready, **click on “Submit”**, a confirmation window will pop up



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



d. After grades are pulled, you will see that the “Ready (followed by date)” will become “**Received (followed by date)**”.

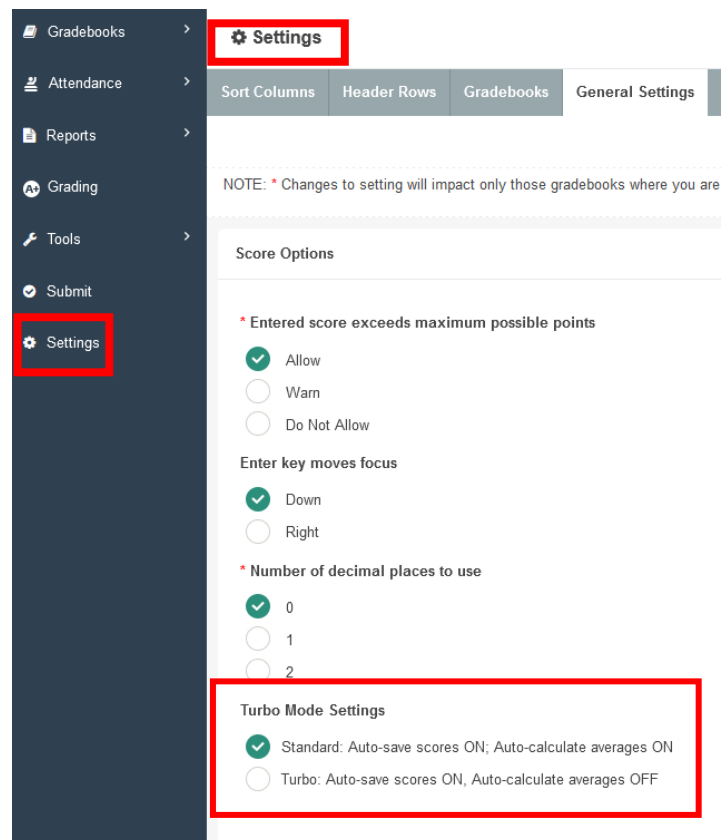
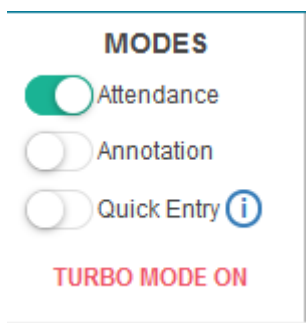


4. Trouble shooting

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, Turbo**?

Most teachers have their gradebooks defaulting to **Standard**. If you do have your gradebook set to Turbo, you will see it in red under Modes



Make sure to click on “Save and Recalculate” if you have your gradebook set to Turbo mode.

5. 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 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