

Preparing and Submitting 4th Quarter Grades

Specials

Grades for 8th grade are due by 3pm Tuesday, May 17

Grades for 4th - 7th grades are due by 8am on Thursday, May 19

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

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.

Reminders

- Grades K-2: OSU scale
 - Grades 3-8: A+ - F scale
 - Complete comments within the subject area for any "outlier" students for grades 4 through 8. A list of comments, and how to enter comments, is included in this resource guide.
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In this resource guide:

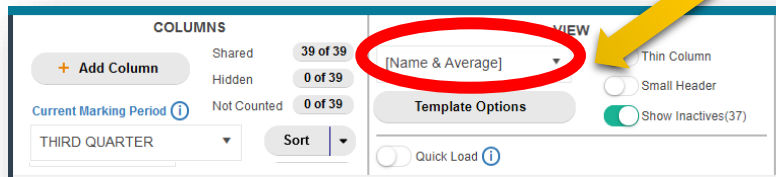
1. Checking grades to make sure everyone has a grade
2. Leaving a "Comment"
3. Calculating the Final Grade
4. Marking gradebooks ready for submission

You must 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.

1. Reviewing your gradebook:

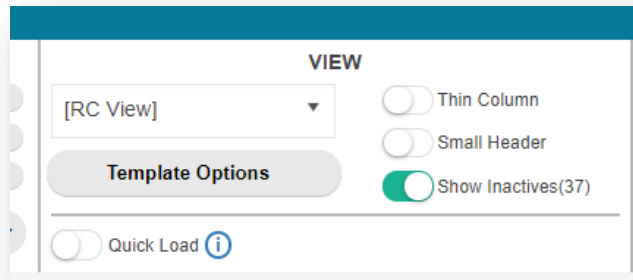
Make sure that every assignment has a score.

Currently, your gradebook view may be set to [Name and Average] or [Custom view].



Make sure that the quarter average and letter grade is correct.

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.

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
01-04 14:51	01-05 07:56	12-15-2021	03-20 18:49	04-27 14:37	Click here to...	03-20 18:45
		100.00				Calculate
AVERAGE	AVERAGE	Exam: M...	AVERAGE	AVERAGE	Exam: E...	FINAL
82.51 C+	83.94 C+	81.0 C	83.03 C+	84.03 C+		83.01 C+
94.86 A	94.62 A	91.0 B+	96.17 A	100.00 A+		94.93 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

This also applies to the OSU scale for K-2

Note that the letter grade for 79.89 reflects a C+;

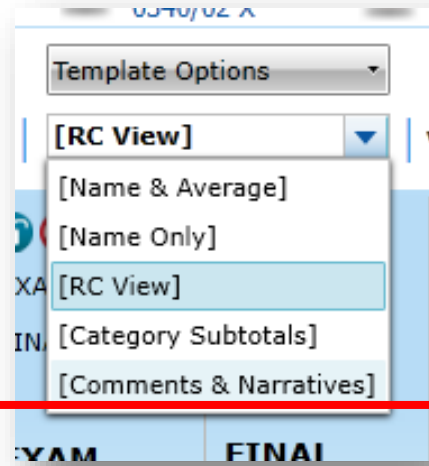
the 75.68 reflects a C letter grade,

and the 92.55 rounds to the A letter grade.

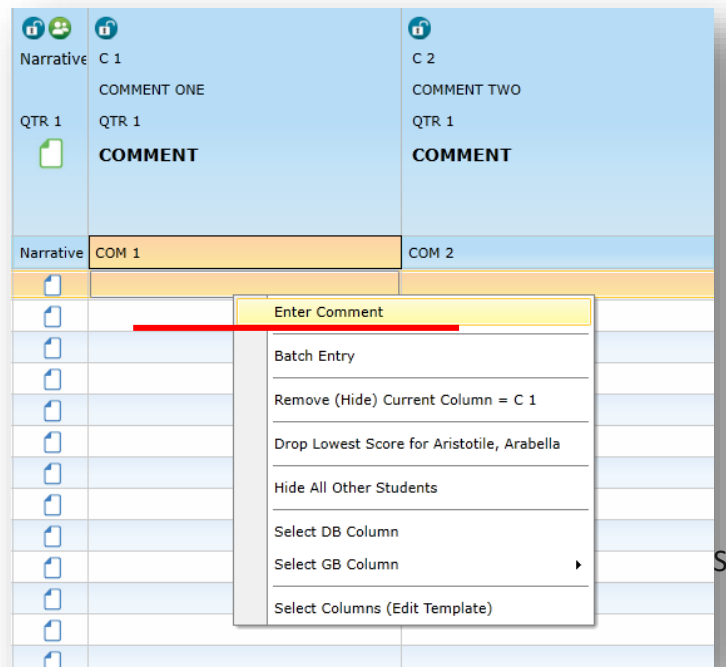
AVERAGE	AVE
Marking Period	Mark
QTR 1	QTR2
10-02 14:44	10-0
91.98	
Avg: QTR 1	Avg: v
95.43 A	
90.95 A-	
79.89 C+	
75.68 C	
97.34 A	
94.28 A	
92.44 A-	
93.68 A	
92.55 A	
99.19 A+	

2. Leaving a Comment

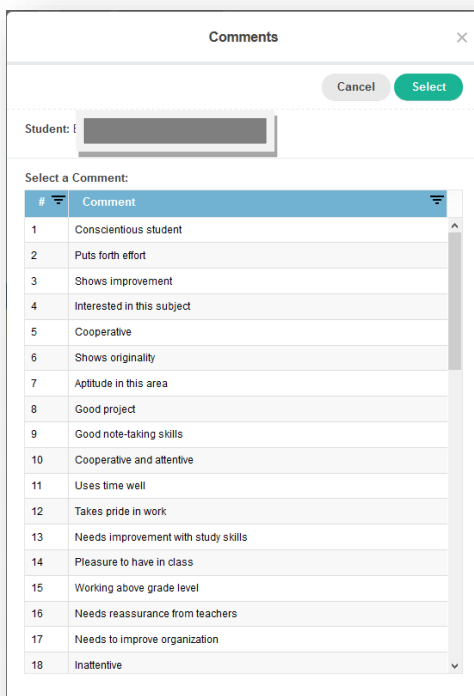
Change your gradebook view from [RC View] to [Comments & Narratives]



Right click on the comment field to reveal a drop down window and select Enter Comment to choose from a list of comments.



Select one of the following comments to populate the Comment 1 field.



Repeat these steps for Comment 2.

To clear comments, click on the field and delete the comment by using the delete or backspace key.

Narrative	COM 1	COM 2
	4-Interested in this subject	9-Good note-taking skills

Report Card Comments

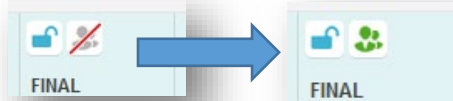
Enter the number to populate the comment field

1	Conscientious student	51	Consistently tardy
2	Puts forth effort	52	Cuts class
3	Shows improvement	53	Puts forth little effort
4	Interested in this subject	54	Needs your encouragement
5	Cooperative	55	Should develop listening skills
6	Shows originality	56	Should develop note-taking skills
7	Aptitude in this area	57	Fails to bring materials to class
8	Good project	58	Homework assignments not completed
9	Good note-taking skills	59	Poor test grades
10	Cooperative and attentive	60	Talks too much
11	Uses time well	61	Wastes time
12	Takes pride in work	62	Poor attitude toward this class
13	Needs improvement with study skills	63	Disrupts the class
14	Pleasure to have in class	64	Unprepared for class
15	Working above grade level	65	Does not participate in class
16	Needs reassurance from teachers	66	Takes poor notes
17	Needs to improve organization	67	Does not complete assigned work
18	Inattentive	68	Irregular attendance
19	Overall poor attitude	69	Parent-Teacher conference desired
20	Needs to improve effort	70	Written work needs improvement
21	Strives to reach full potential	71	Careless or inaccurate work
22	Shows enthusiasm	72	Creates a disturbance
23	Sets a good example in class	73	Lacks persistence
24	Enhances group discussions	74	Irregular attendance
25	Excessive talking	75	Neglects home study
26	Struggles to stay on task	76	Lacks knowledge of basic grammar

3. 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.

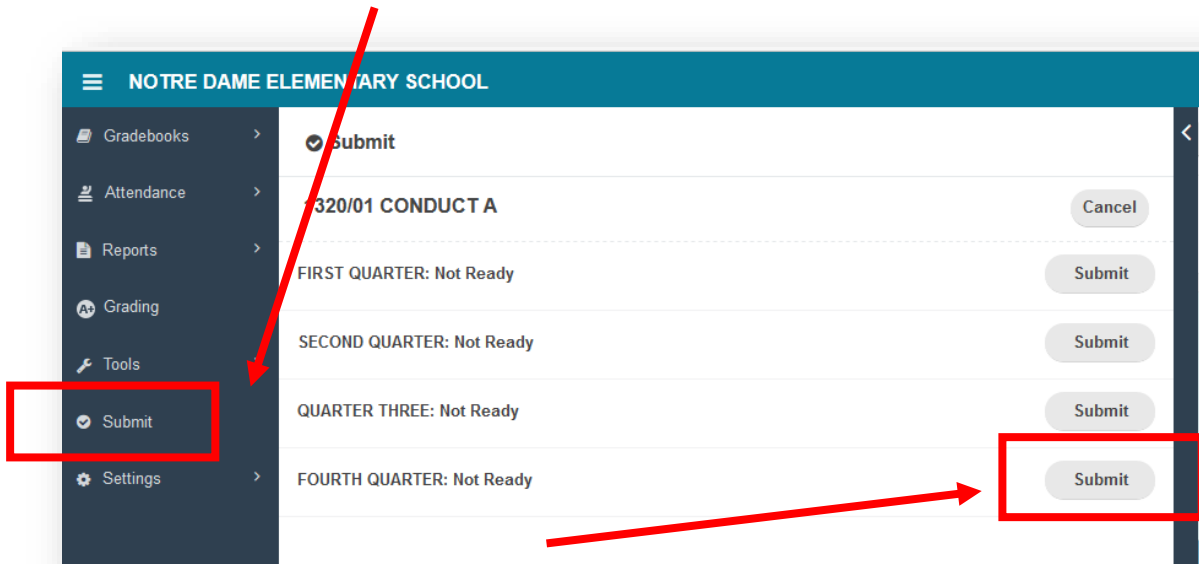
You are now ready to submit your grades

Continue for instructions on Marking your gradebooks ready for submission

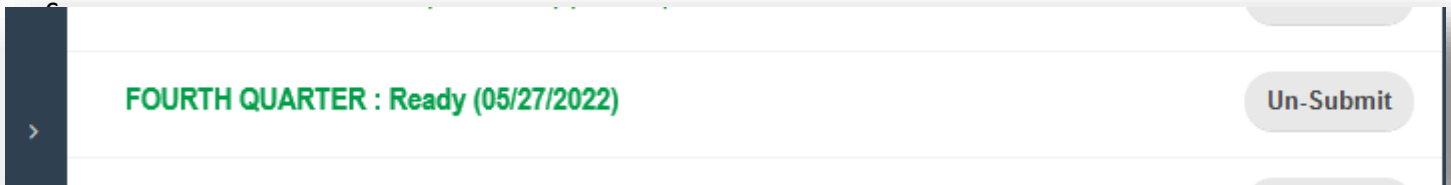
4. Marking your gradebooks “Ready” for submission

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

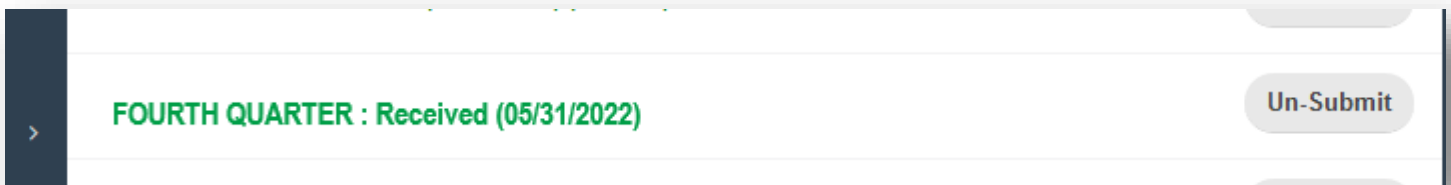
- a. Select the “Submit” link to the left of the page:



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



- d. 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.

5. 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 Dr. Hoynes know who these students are **before** the end of the quarter.
- b. 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.

- c. When the student has made up the work, update your gradebook and let Dr. Hoynes know the student’s updated quarter grade.
- d. Once you have notified Dr. Hoynes, a new report card will be generated.

6. 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

The screenshot shows the 'General Settings' page. On the left is a dark sidebar with menu items: Gradebooks, Attendance, Reports, Grading, Tools, Submit, and Settings. The main content area is titled 'General Settings' and has 'Cancel' and 'Save' buttons in the top right. Under the 'Score Options' dropdown, the section 'Entered score exceeds maximum possible points' has three radio buttons: 'Allow', 'Warn' (which is selected with a green checkmark), and 'Do Not Allow'. Below that, 'Enter key moves focus' has 'Down' selected. 'Number of decimal places to use' has '2' selected. The 'Turbo Mode Settings' section has 'Standard: Auto-save scores ON; Auto-calculate averages ON' selected. A yellow arrow points from a text box on the right to the 'Standard' option.

Your gradebook should be set to
“Standard”