

# Preparing and Submitting 1st Quarter Grades

## Specials

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### **Grades are due Monday, 10/18 at 8am**

A set of instructions are posted after these Grade Band reminders to guide you through submitting your grades for Quarter 1.

**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 if there are any errors that will need correction in the gradebook.

Dr. Hoynes will review final report cards Monday after school and will be mailed/emailed home.

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### ***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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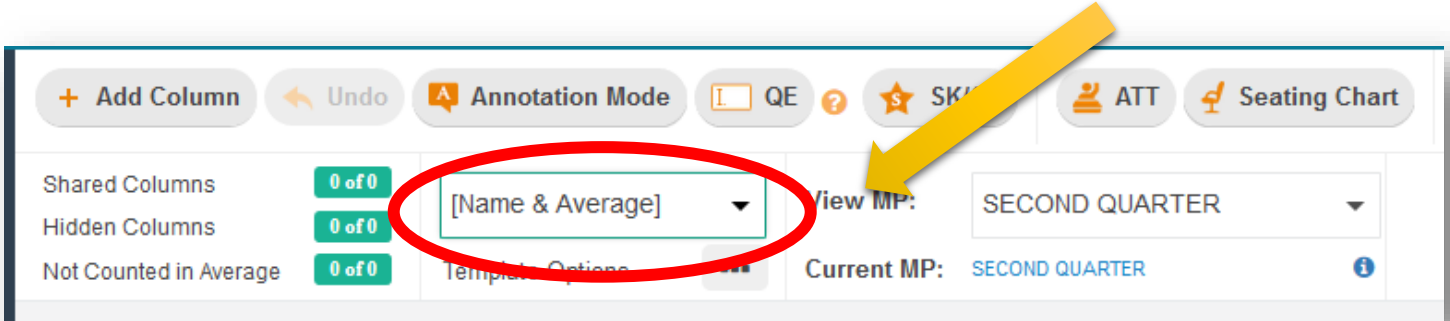
### **In this resource guide:**

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

# 1. Checking over your gradebook:

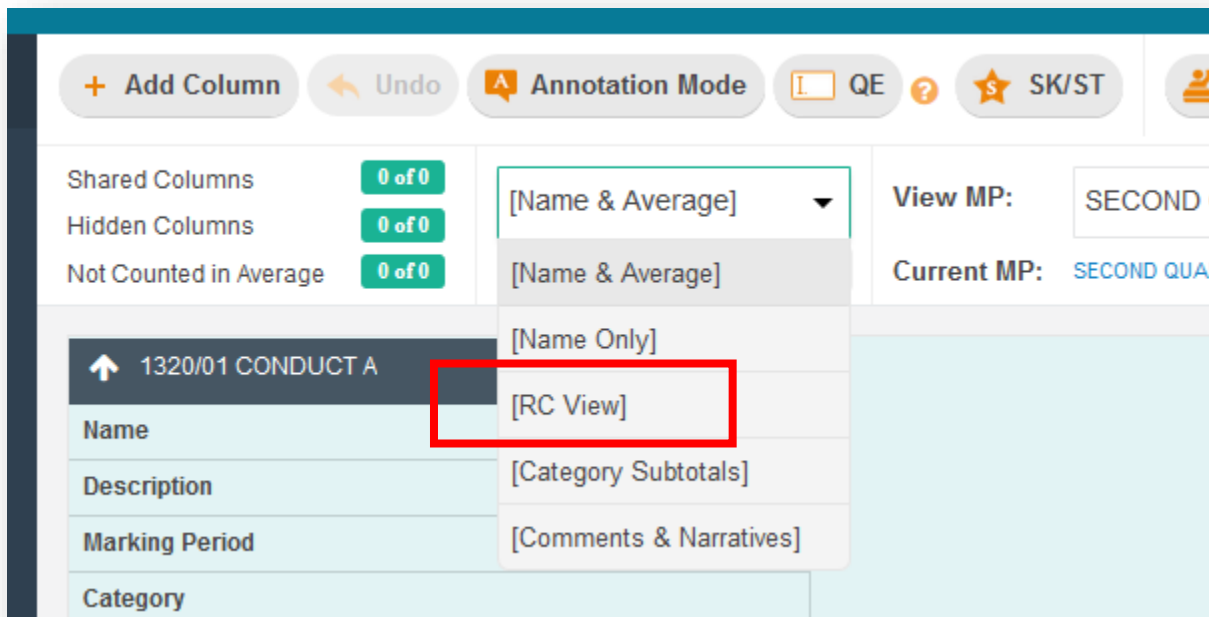
Make sure that every assignment has a score.

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 1 grades.



This view will show you each marking period.

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

AVERAGE	AVERAGE	AVERAGE	AVERAGE	EXAM	FINAL
Marking Period	Marking Period	Marking Period	Marking Period	FINAL EXAM	FINALGRADE
QTR 1	QTR 2	QTR3	QTR4		
10-18 10:41				EXAM Click here to see	FINAL <input type="button" value="Calculate"/>
Avg: QTR 1	Avg: QTR 2	Avg: QTR3	Avg: QTR4	Exam: EXAM	FINAL
79.00 S					
95.00 C					



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

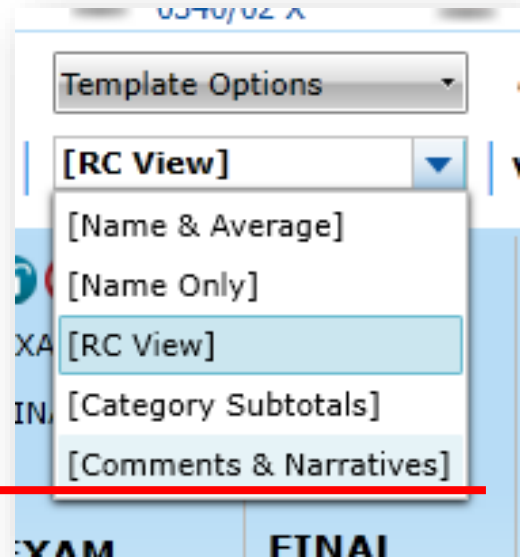
Applies to OSU scale as well for K-2

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.

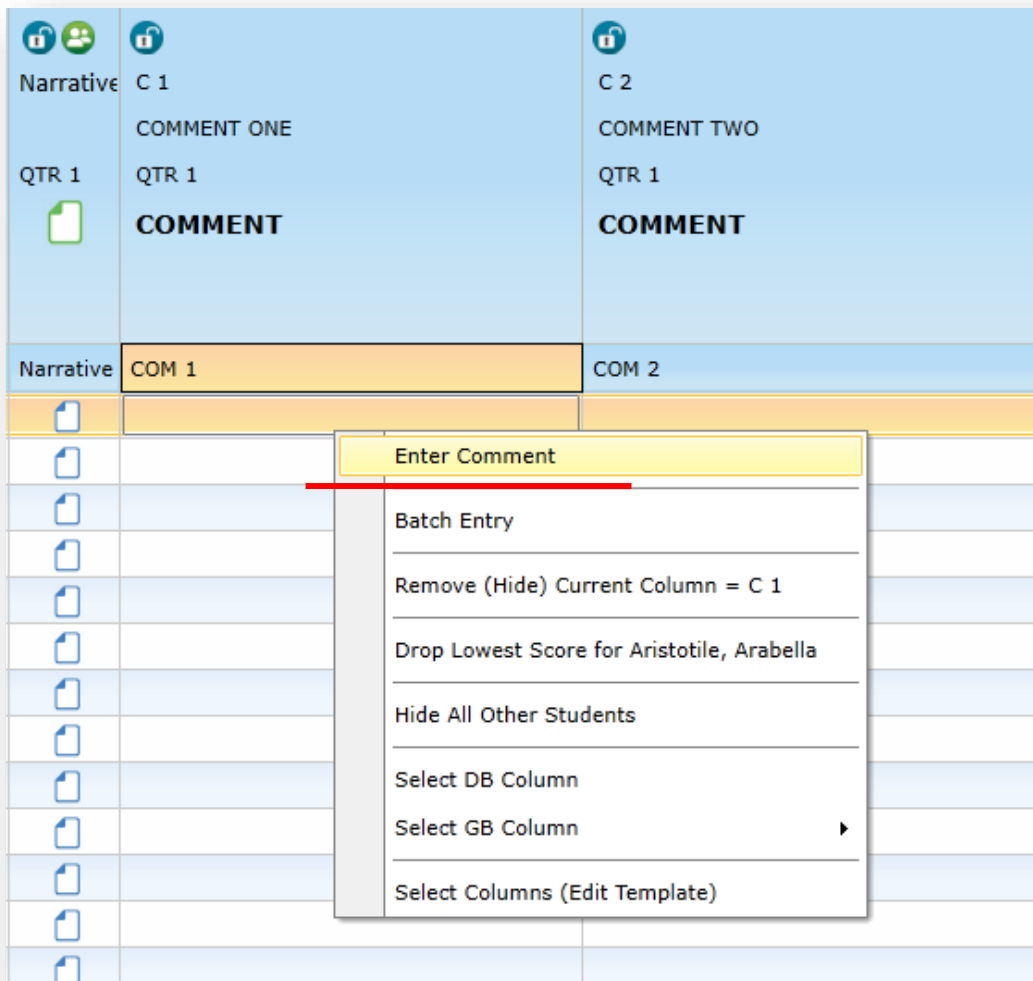
AVERAGE	AVE
Marking Period	Mark
QTR 1	QTR2
10-02 14:44	10-0
91.98	
Avg: QTR 1	Avg: QTR 2
95.43 A	
90.95 A-	
79.89 C+	
75.68 C	
97.34 A	
94.28 A	
92.44 A-	
93.68 A	
92.55 A	
99.19 A+	

## 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.

Comments

Cancel Select

Student:

Select a Comment:

#	Comment
1	Conscientious student
2	Puts forth effort
3	Shows improvement
4	Interested in this subject
5	Cooperative
6	Shows originality
7	Aptitude in this area
8	Good project
9	Good note-taking skills
10	Cooperative and attentive
11	Uses time well
12	Takes pride in work
13	Needs improvement with study skills
14	Pleasure to have in class
15	Working above grade level
16	Needs reassurance from teachers
17	Needs to improve organization
18	Inattentive

Repeat these steps for Comment 2.

ative	COM 1	COM 2
<input type="checkbox"/>	4-Interested in this subject	9-Good note-taking skills
<input type="checkbox"/>		
<input type="checkbox"/>		

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

## Report Card Comments

Enter the number to populate the comment field

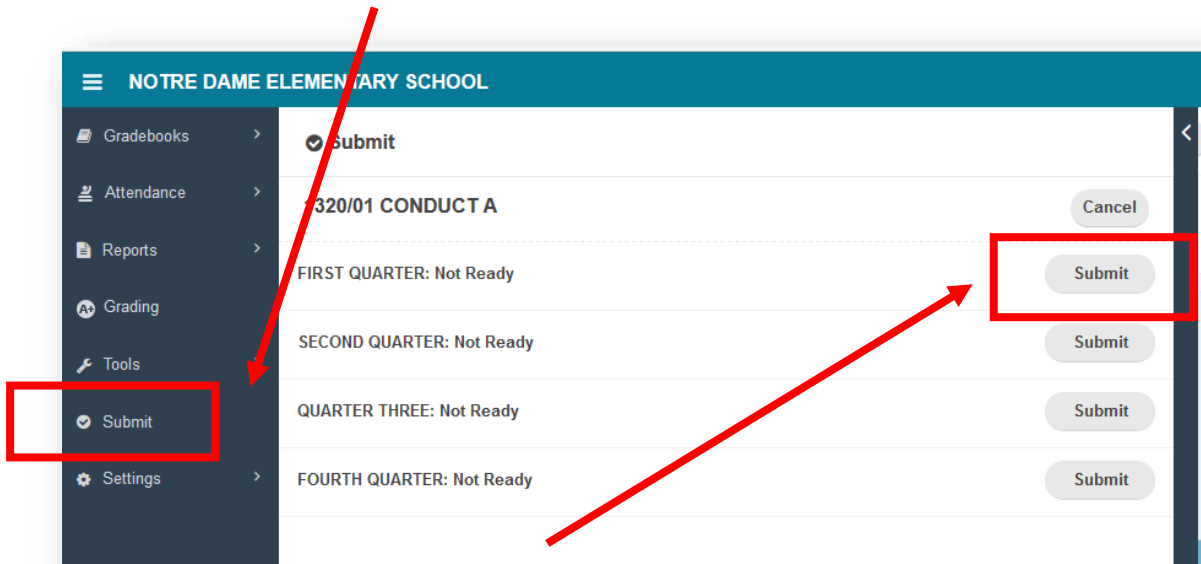
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1	Conscientious student	51	Consistently tardy
2	Puts forth effort	52	Cuts class
3	Shows improvement	53	Puts forth little effort
4	Interested in this subject	54	Needs your encouragement
5	Cooperative	55	Should develop listening skills
6	Shows originality	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

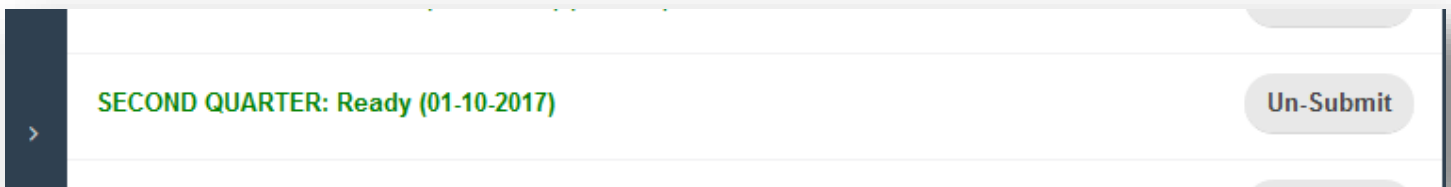
### 3. Marking your gradebooks “Ready” for submission

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

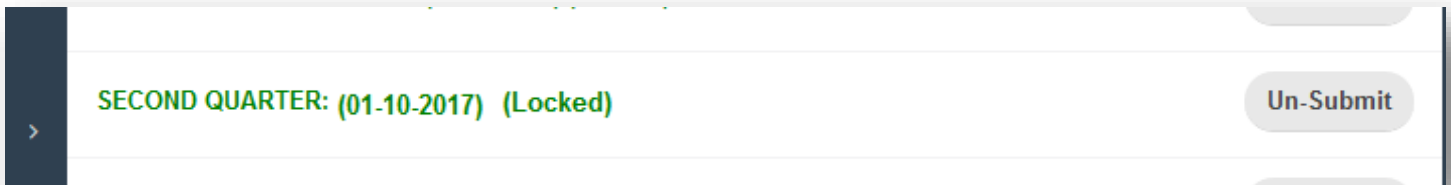
- a. Select the “Submit” link to the left of the page:



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



- c. 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.**

#### 4. 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.

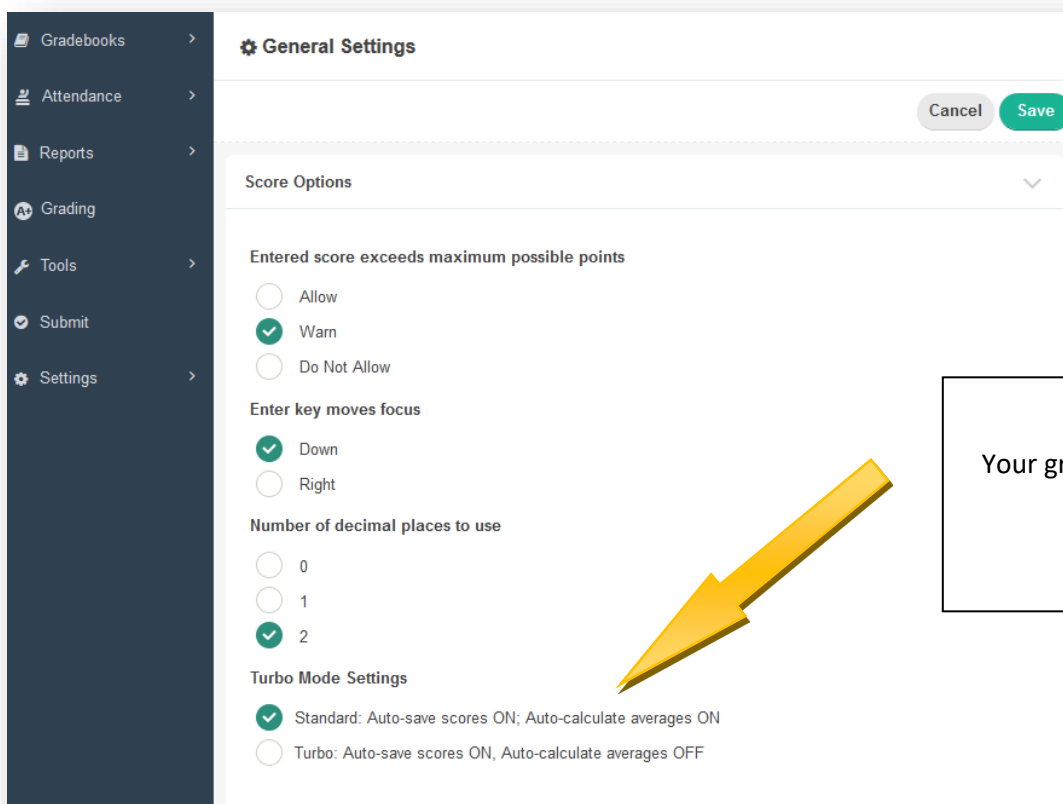
An I (incomplete) is equal to an exempt, having no impact on a student’s grade.

- 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.

#### 5. 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



Your gradebook should be set to  
“Standard”