

Preparing and Submitting Quarter Grades

Third Quarter Grades are due Monday, 3/11 at 8am

In this guide:

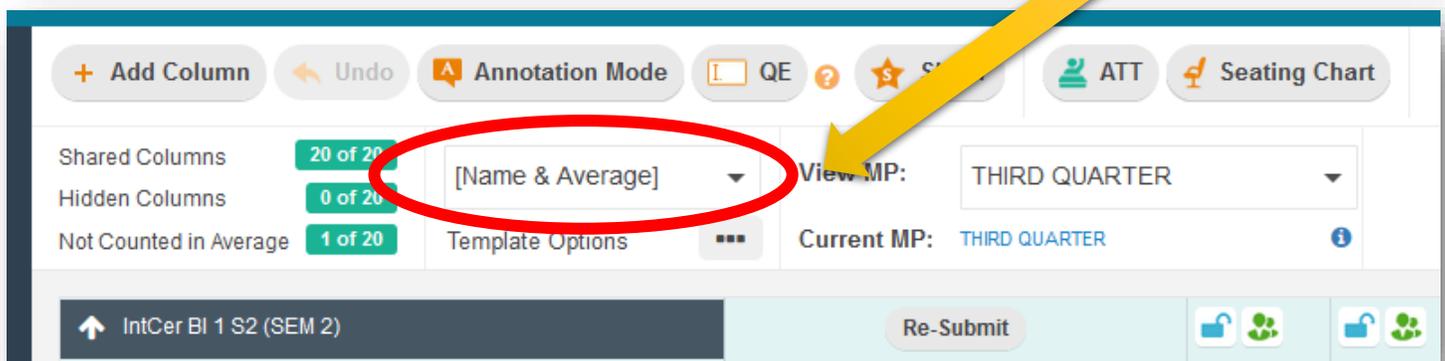
1. Pages 1 and 2: How to check your grades to make sure everyone has a grade
2. Pages 3 and 4: Optional: how to leave a “Narrative” (comment about quarter performance, specific to a student)
3. Page 5: How to mark your gradebook ready for submission
4. Page 6: Special case scenarios

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.

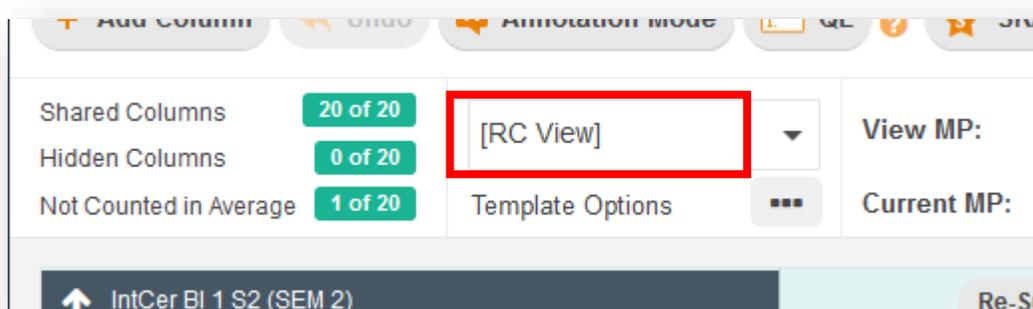
1. Checking over your gradebook:

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		
03-02 08:19	10-02 16:14	EXAM Click here to see	SEMESTER <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 rounds to a C+ letter grade; the 75.69 rounds to 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 teacher comments regarding performance during 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.

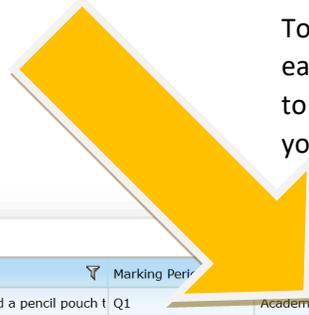
(At this point, your gradebook view will change from [RC View] to [Custom].)

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 EXAM Click here to se	SEMESTER 2 GR SEMESTER Calculate	QTR 3
Avg: QTR 3	Avg: QTR 4			Narrative
95.00	A			
78.98	C			
77.72	C			
92.66	A			
92.65	A			

Click on paper icon to add narrative

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



Block 1 Back to Gradebook

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

Viewing: SECOND QUARTER

Narrative

This side of the page will show narratives from past quarters

i.e. In 4th quarter you will be able to see 3rd quarter narratives.

Editing: FIRST QUARTER Narrative

Type in your comments here.

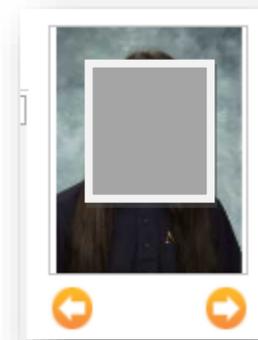
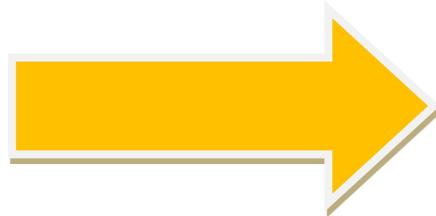
There is a 150 character limitation.

There are a few editing capabilities in the above menu.

Please take the time to spell and grammar check your narratives.

Exit Done

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



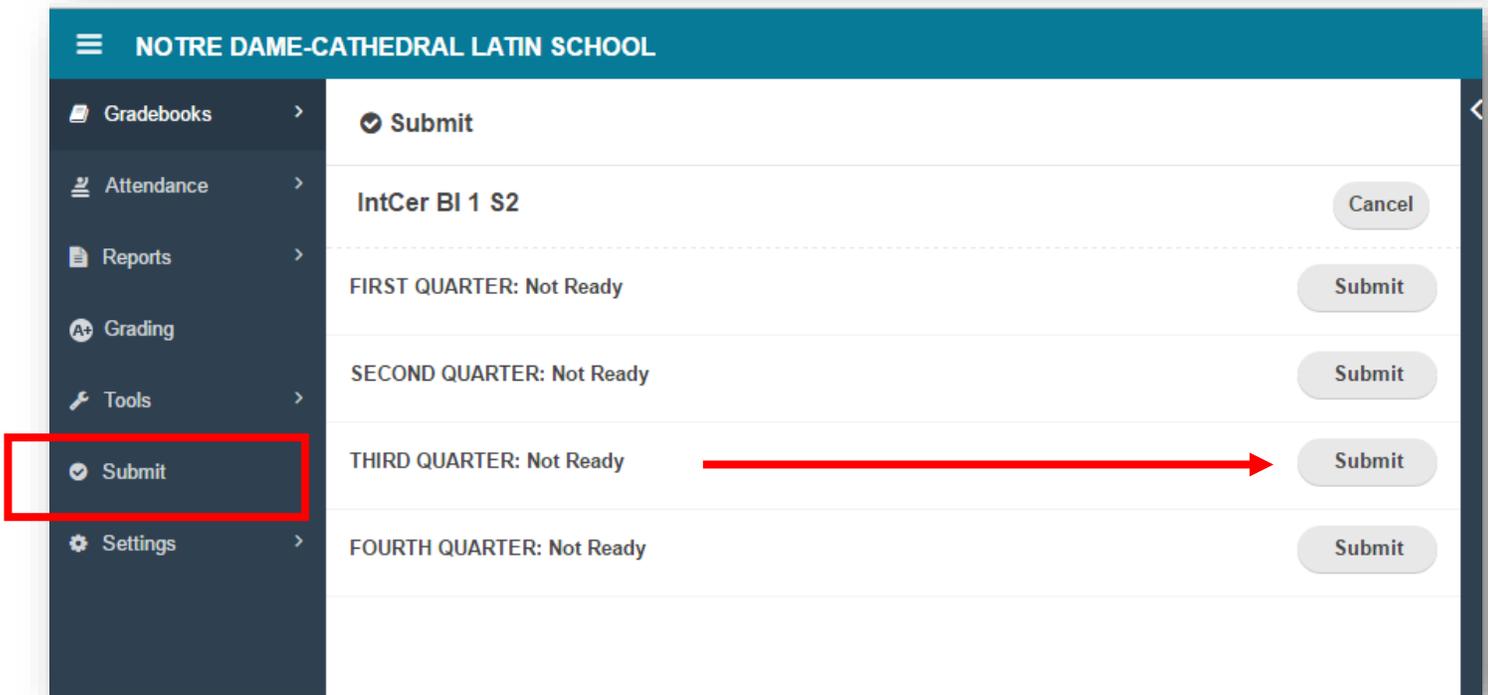
Back to Gradebook

Score
5.00/5.00
4.60/5.00
5.00/5.00
19.00/20.00

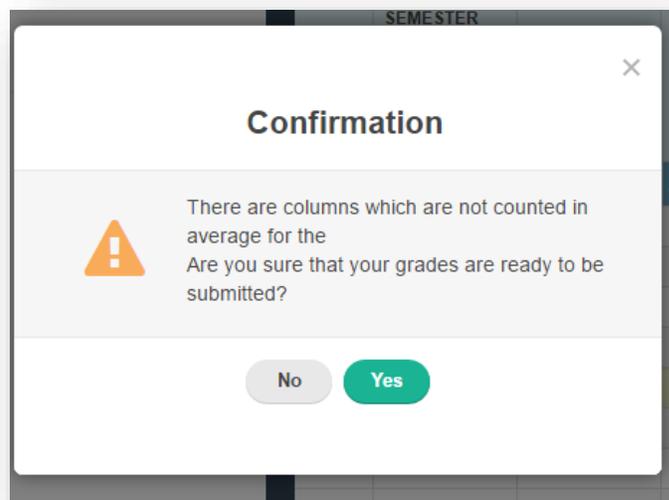
When finished writing a narrative, click on "Back to Gradebook" in the top right hand corner of the page.

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)

FOURTH QUARTER: Not Ready

- 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)

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.

