

Elementary Campus Gradebook (2011)

Option 1: Only Using Grading by Task or Grading by Student

If you only use Grading by Task or Grading by Student (and do not record grades into the actual Gradebook) then you do NOT have to setup anything extra. You simply post your grades through one of those two areas.

If desired, you can setup the **Teacher Preferences** (Instruction -> Assignments -> Edit Teacher Preferences).

Assignments
Return to Assignment List Save Teacher Preference Validate

Teacher Preference

This changes the preferences for the section. If the section spans multiple terms, it will affect all terms.

- Hide Dropped Students
- Show Student Numbers
- Show Student Pictures
- Invert Seating Chart Auto-Placement (Start from the bottom)
- Use Seating Chart for Attendance
- Use Canned Comments
- Remove percentage and calculations when using Standards (Grade Book)

Default Standard/Grading Task
Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.

Web Site Address
Share the web address of this section (appears in the Portal to students and parents).

Grade Book Last Updated
Teacher Preference Last Modified

[Mass Assign to multiple sections](#)

If you click on the Mass Assign to multiple sections, the section will expand to show you all of your courses. You can then check all of your courses to have the same Teacher Preferences.

[Mass Assign to multiple sections](#)

Check All

Q1

- AM) 600-2 Homeroom Grade K
- AM) 610-2 Reading Grade K
- AM) 620-2 Language Arts Grade K
- AM) 630-2 Mathematics Grade K
- AM) 640-2 Social Studies Grade K
- AM) 650-2 Science Grade K
- AM) 660-2 Health Grade K
- AM) 670-2 Work Ethic Grade K

Q2

- AM) 600-2 Homeroom Grade K
- AM) 610-2 Reading Grade K
- AM) 620-2 Language Arts Grade K
- AM) 630-2 Mathematics Grade K
- AM) 640-2 Social Studies Grade K
- AM) 650-2 Science Grade K

Choose the options that you would like by checking the box next to the option and then click **Save Teacher Preferences** at the top.

Option 2: Using the Gradebook to Record Grades

If you use the gradebook to track grades and then post from the gradebook you will need to do some setup.

1. Setup **the Teacher Preferences** as desired following the same directions as above.

Note: If there is only one benchmark for a given standard, then you can indicate that by choosing the Default Standard/Grading Task from the drop-down menu on the Teacher Preferences.

You also have the option to put in your classroom Web Site Address to provide a link to that website from their Parent Portal site. Be sure to put the full website URL.

2. Setup **Edit Grade Calc Options** (Instruction -> Assignments -> Edit Grade Calc Options)

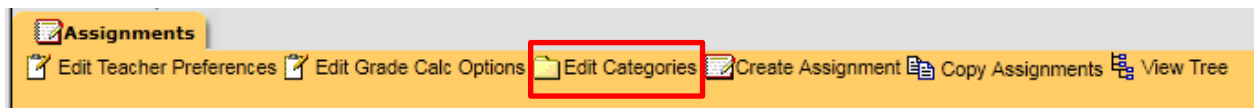
Under this section you must mark each standard – for all terms – by either choosing the **No Calculation** radio button in the third column after the standard or by properly choosing the correct **Grading Scale** from the drop-down menu in column four on each standard. Below is an example of what that might look like.

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task	No Calculation	Calculation Options
	<input type="checkbox"/> No Calculation	Calculate In Progress Grade
Standards	<input type="checkbox"/> No Calculation	Grading Scale: <input type="text"/> <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value <input type="button" value="Fill All"/>
Term Q1	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: Elem Letter Grades <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q2	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: Elem Letter Grades <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q3	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: Elem Letter Grades <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q4	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: Elem Letter Grades <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

Be sure to click the **Save** button at the top of the page after choosing all of the correct options. It is important that you choose the correct **Grading Scale** or grades will not be figured correctly in the gradebook. Refer to the **Report Card Standards** handout to see which scale should be chosen for each standard.

3. Setup **Categories** (Instruction -> Assignments -> Edit Categories – Click **Create Category**)



This is where you setup the different categories you may want to use in your gradebook. For example, Daily Work, Quizzes, Tests, Participation – whatever is meaningful to you. In the past one category was already setup for you called “Tasks”. If you only want one category again you can just use a generic category such as “Tasks”.

In the picture below it shows a **Category of Math Journal Assignments** being created. Most likely elementary teachers will not do weighted grades so the **Weight** should be **0**.

Check the **Section** to include this category within.

Check the **Standard** to which the category applies.

A screenshot of a web-based form titled 'Category Detail'. The form is set against a light gray background with a yellow header bar. The header bar contains navigation links: 'Back to Categories' (with a left arrow), 'Save Category' (with a floppy disk icon), 'Save & Add Assignment' (with a floppy disk icon), and 'Delete Category' (with an 'X' icon). The form fields are as follows: 'GroupID' is a text input field; '*Name' is a text input field containing 'Math Journal Assignments'; '*Weight' is a text input field containing '0'; 'Sequence' is a text input field containing '1'; there are three checkboxes: 'Hide from Portal/Grade Book Preview' (unchecked), 'Exclude this category from calculation' (unchecked), and 'Drop lowest score' (unchecked); 'Last Modified' is a text input field. Below these fields are three sections: 'Sections' with a note 'Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.' and a list box containing '430-2 Mathematics Grade 04' (checked); 'Standards' with a note 'Select standards to create alignments. NOTE: Standards cannot be unchecked if the alignment has been scored.' and a list box containing 'Understands and Applies Math Concepts - 04' (checked).

4. Setting Up Assignments (Instruction -> Assignments -> Create Assignment)

- Make sure you are in the correct section in which you wish to create the assignment.
- Click **Create Assignment**
- Fill in **Name** for Assignment
- Fill in **Abbreviation**
- If not appropriate – change **Assigned** and **Due** dates
- You will NOT have a Grading Task
- Make sure the appropriate Section and Standard is checked
- You will use a **Scoring Type** of **Points** – enter the point value for that assignment
- Click either **Save** or **Save & Score** – depending on whether you want to enter scores right then or not.

Assignments

Return to Assignment List Save Save & Score Delete Assignment

Assignment Detail

ActivityID

*Name

*Abbreviation

Test Strand

Last Modified

[Show Description, Objectives, and References Fields](#)

Sections
Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 430-2 Mathematics Grade 04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/08/2011	06/08/2011	1	No Groups

Standards
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Understands and Applies Math Concepts - 04 <input checked="" type="radio"/> Math Journal Assignments	<input checked="" type="radio"/> Points <input type="radio"/> Marks <input type="radio"/> Rubrics	5	1

Grading Tasks
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier

Other Information on Assignments

1. Assignment Indicators

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/15/2011	08/17/2011	MJ-p2	Understands and Applies Math Concepts - 04 - Math Journal Assignments > Q1 (171)	0	0	0	0	0	0

T = Tardy

M = Missing

I = Incomplete

CH – Checked

X – Exempt

Note: These are marked on the assignment as you score them. The total of each of these then is shown on the screen listing all assignments in the course.

- To go back to an assignment later click on the **Assignment Name**. (Anything in blue is a link)
- You can sort assignments by Term, Standard, Category, or if you have created Student Groups. Use the drop-down menus above the list of assignments to sort.
- How to delete an Assignment** – Deleting an assignment deletes the assignment from all sections to which the assignment is aligned and deletes all scores that were entered for the assignment. To remove an assignment from a single section, do NOT delete the assignment. Instead, clear the checkbox next to the section in the **Section Fields**.

Filter: Term:	Standard/Task:	Category:	Student Group:
Q1	Understands and Applies Math Concepts - 04	Math Journal Assignments	All Student Groups

Student Groups (Instruction -> Student Groups)

Student Groups allows you to apply different assignments to different groups. This could be a valuable tool to differentiate instruction.