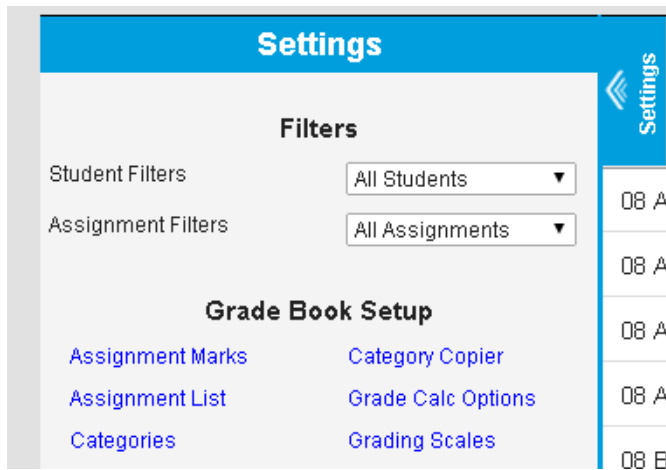


In the 2017-2018 school year, middle schools will be moving to semester grades for the year-long academic courses (Math, ELA, Science, Social Studies), as well as the semester-long courses of Speech, Debate. 9-week rotational classes and PE, Health will not move to semesters and will continue reporting quarter grades as we’ve done in years past.

These instructions will walk you through the changes this will require in gradebook set up, assignment creation, and grade posting.

The first thing to check is your grade book set up. Let’s start with Categories, by clicking on **Settings** within your grade book and then selecting **Categories**:



Here, you will see a list of categories (or, if you haven’t created any, an option to **add** your categories.)



Note you are now able to assign a category across multiple courses (preps) you may be assigned to teach.

Category Detail

*Name

Formative Assessments

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 001) 7MAGE19Y-1 7TH MATH	20.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 002) 7MAGE19Y-8 7TH MATH	20.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 004) 7MAGE19Y-4 7TH MATH	20.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 005) 7MAGE19Y-5 7TH MATH	20.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 008) 7MAGE19Y-11 7TH MATH	20.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 005) 7MACC19Y-20 7TH PRE ALGEBRA 1	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>

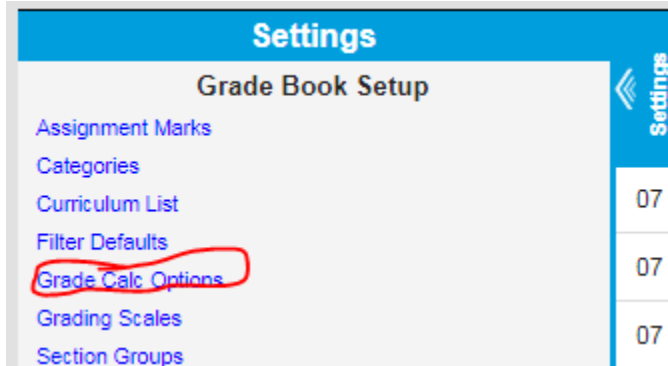
Select which Standards will use this category

We are recommending that teachers use weighted categories to ensure that activities like summative assessments carry more weight in calculating grades. If you intend to weight categories, this is where you assign the weight. To keep things straight, best practice is to have all of your categories add to 100% for each course.

Notice you are no longer asked to align your categories to standards or grading tasks. After choosing sections, you can simply click “save”.

Grade Calc Options

Next, let’s check to make sure your grade calculation options are set correctly. This is also found under **Grade Book -> Settings -> Grade Calc Options**.





GRADE BOOK SET-UP GUIDELINES – TRADITIONAL GRADING (“MARKS”) MIDDLE SCHOOL

Because we’re not doing SBG, just leave the top area titled **Standards** set to **No Calculation**. Next, for grading tasks, choose **In Progress Grade**, **U-46 Grading Scale**, and check the **Weight Categories** box (if you are weighting your categories).

Grade Calculation

Standards

Term/Standards:

Term	Standard	Composite	Rollup	Calculation
All	All			Type: <input type="text" value="No Calculation"/>

Grading Tasks

Term/Grading Tasks:

Term	Grading Task	Composite	Calculation
All	All		Type: <input type="text" value="In Progress Grade"/> *Grading Scale: <input type="text" value="U-46 Grading Scale"/> ⓘ <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value

If you click “show all” to display all grading tasks, you will notice that there is no longer a “Final” grade that is a composite average of the four quarter grades. Instead, teachers with year-long courses will be entering Semester grades at the end of Q2 and Q4.

Assignments

To create an assignment, click Add from the grade book. Note the assignment setup screen has changed slightly from last year, but the overall process for creating assignments remains the same.

Assignment Detail

***Assignment Name**

***Abbreviation**
 Delivery View

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 001) 7MAGE29Y-4 7TH ACCELERATED MATH <small>Terms: Q1, Q2, Q3, Q4</small>	<input checked="" type="checkbox"/>	<input type="text" value="08/16/2017"/>	<input type="text" value="08/16/2017"/>	<input type="text" value="1.00"/>	No Groups

***Category**

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> MS Semester 1 Coursework	<input type="text" value="Marks"/> <input type="text" value="U-46 0-4 point marks scale"/> ⓘ	<input type="text" value="4"/>	<input type="text" value="1"/>

If you'd like to assign the lesson to multiple sections, you now click the "Add/Remove" button beneath the section header.

When you scroll down to the GradingTasks area, you will use either "MS Semester 1 Coursework" or "MS Semester 2 Coursework" grading tasks. Other tasks like "MS Quarter" and "MS Semester" will be used only for posting grades, not for collecting assignments.

Once you select your grading task, you'll need to change Scoring Type to **Marks** and select the **U-46 0-4 point marks scale**. I'm recommending you change **Total Points** to 4 (as this will make parent communication easier) and leave **multiplier** at 1. In the example above, if you have a formative assessment that you want to count more than other formative assessments in grade calculation, you could increase the multiplier to give it a heavier weight. Remember, you've already assigned weights to your categories and that is ultimately much more important in grade calculation.

Assignment Detail

▼ For Students

Student Instructions

Insert Template

<> | | | | | | | | | | | | |

Add Content

- Maximum Upload File Size: 3MB.

Type	Name	Description/Options	Status
No Content			

File Attachment
Online Assessment
Student Submission

In the assignment set-up, there are a few other interesting things you can explore. If you click the arrow next to “For Students”, it will allow you add **instructions for students, a relevant URL link, or attach a file**. While the section is titled “For Students”, this is also valuable information that will be available to parents in the IC portal. If you decide to add an attachment, PDF is probably the best option as it will be easily viewable on any device.

There is a similar area marked “For Teachers” where you can post notes or resources for yourself that will not be visible to students or parents.

Assignment scoring

Once you’ve created your assignment, you can hit **save** or **score**.

If you select score, you will be presented with this scoring editor where you can choose from the dropdown menu. You can also add comments and mark assignments as turned in (T), missing (M), late (L), incomplete (I), cheated (Ch) or exempt (X). “Dr” is used for dropping the assignment from grade calculations and is not often used in U-46.

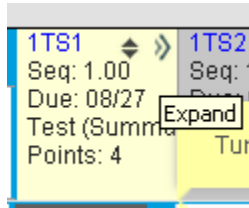
If you use **Fill Scores / Comments** option, you can quickly assign a score and/or comments to your entire class and then go back to modify only those students who earned a different score.

0: Demo Assignment
/2014

[Fill Scores/Comments](#)

Att 10/03	GT1	Dr	Assignment Comments	T	M	L	I	Ch	X	Student Submissions
	4	Dr		T	M	L	I	Ch	X	
	3	Dr		T	M	L	I	Ch	X	
	2	Dr		T	M	L	I	Ch	X	
	1	Dr		T	M	L	I	Ch	X	
	0	Dr		T	M	L	I	Ch	X	

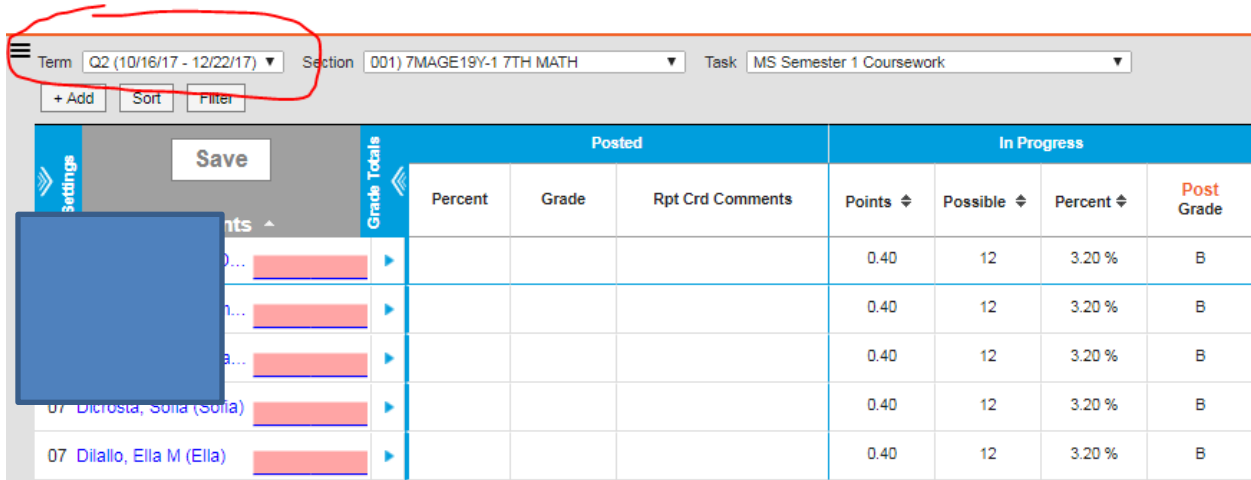
You also have the option of scoring your assignment in the grade book view, where you can type a score rather than choose from the drop-down menu. However, be careful, as IC will allow you to enter scores that fall outside of our 0-4 scoring rubric (it does notify you of invalid entry, but still accepts it). If you click the gray “Expand” arrows pointing to the right, you’ll get the same scoring options shown above.



Demo: Demo Assignment										
Seq: 1.00										Fill Scores/Comments
Due: 10/03	0	0	0	0	0	0	0			Multi Score
Test (Summative)	T	M	L	I	Ch	X	Dr			Student Submission
Points: 4										

When it comes time to post your quarter grades, you are essentially posting a “progress report” for your 1st quarter grade from the **MS Semester 1 Coursework** task where you’ve been collecting and scoring all of your assignments.

Make sure you are in the correct term, section, and task and click the red **“Post”** button. One important note is that your Semester 1 Coursework assignments will all appear under the term of Q2 as it’s the last quarter within the term (yes, I know this is confusing).



The screenshot shows the grade book interface with the following details:

- Term:** Q2 (10/16/17 - 12/22/17)
- Section:** 001) 7MAGE19Y-1 7TH MATH
- Task:** MS Semester 1 Coursework

Settings	Save	Grade Totals	Posted			In Progress			
			Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B

Here you will choose to post the grades from **MS Semester 1 Coursework** to the term of **Q1** and task of **MS Quarter**.

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q2

Task: MS Semester 1 Coursework

Post to:

Term:

Task:

You will be prompted to hit “save” to complete the posting process.

Warning

Grades will be posted upon save.

IC will then take you to the Q1 -> MS Quarter task to confirm the grades you’ve just posted. Make sure everything looks correct here, then hit Save to complete the process. You will need to repeat these steps for each of your sections.

Term Q1 (08/16/17 - 10/13/17)
Section 001) 7MAGE19Y-1 7TH MATH
Task MS Quarter

+ Add
Sort
Filter

			Posted		
Settings	Save	Grade Totals	Percent	Grade	Fill Rpt Crd Comments
Students ^		▶	3.20 %	B	CC
		▶	3.20 %	B	CC
		▶	3.20 %	B	CC
		▶	3.20 %	B	CC
		▶	3.20 %	B	CC
		▶	3.20 %	B	CC
		▶	3.20 %	B	CC

At the end of 2nd quarter, you will follow the same process for posting out of **MS Semester 1 Coursework**, but will instead post to the term of **Q2** and task of task of **MS Semester**.

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q2

Task: MS Semester 1 Coursework

Post to:

Term:

Q2

Task:

MS Semester