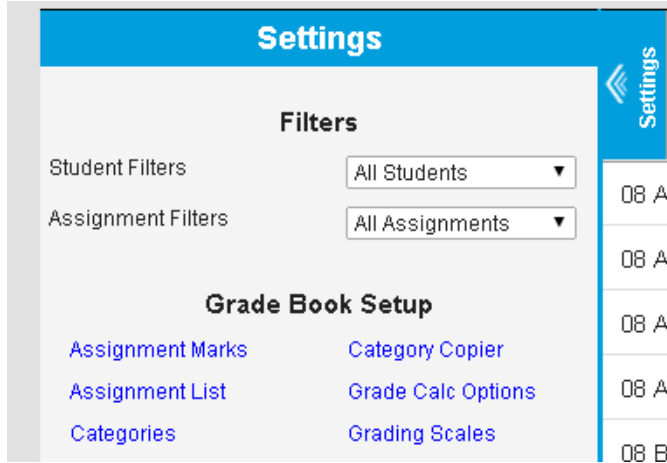


The first thing to check is your grade book set up. Let’s start with Categories, by clicking on **Settings** within your grade book and then selecting **Categories**:



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



When you create a category, you are now able to assign it to multiple courses (not just sections of the same course). You can also assign it to your first and second semester courses/sections so you won’t need to repeat this step in January.

We are recommending that teachers use weighted categories to ensure that activities like summative assessments will 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 within a grading task (Semester Coursework) add to 100%.

Note that IC no longer asks you to align your category to standards or grading tasks. So you can just choose the courses/sections that will use the category and hit “save”. Repeat this step for each category you’d like use to collect your assignments this year.

Category Detail

*Name

Homework (formative)

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 004) MA300CT1-1 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 006) MA300CT1-2 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 007) MA300CT1-3 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 004) MA300CT2-1 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 006) MA300CT2-2 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 007) MA300CT2-3 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 001) MA300GE1-12 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 004) MA300GE1-13 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 006) MA300GE1-14 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 007) MA300GE1-15 ALGEBRA 3-4	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>

Save Delete Close

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**.

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

You may also see that the district has already set up a **Composite grading task** for your final semester grade that is a combination of Semester Coursework and your final Semester Exam. If this isn't already set up, you can elect to create this by checking the box next to Semester and setting up desired weights between the two tasks.

Grade Calculation

Weight Categories
 Use Score's % Value

Q2	Semester	<input checked="" type="checkbox"/>		Type: <input type="text" value="In Progress Grade"/>	
				*Grading Scale: <input type="text" value="U-46 2014-2015 Grading Scale"/>	

*Child Task/Standard	*Weight	Effective %
<input type="text" value="Q2 Semester Exam"/>	<input type="text" value="20.0000"/>	20.00
<input type="text" value="Q2 Semester Coursework"/>	<input type="text" value="80.0000"/>	80.00
<input type="button" value="Add"/>		

Q2	HS Eligibility	<input type="checkbox"/>		Type: <input type="text" value="No Calculation"/>	
----	----------------	--------------------------	--	--	--

Also note the **HS Eligibility** task that was created for teachers doing SBG to record failing and near failing grades for their students. Since you’re doing marks-based grading with in-progress grade calculations, you can ignore the **HS Eligibility** task.

OK, now that your grade book is set up correctly, let’s look at creating and scoring assignments.

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) MA300GE1-12 ALGEBRA 3-4 <small>Terms: S1</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
<input checked="" type="checkbox"/> Alg3-4.14: Rewriting Polynomials	<input type="text" value="Rubrics"/>

As always, you first provide a name, abbreviation for your assignment and select the assigned and due dates. Choose the category (usually formative or summative assessment). Next, you can choose which courses/sections will receive the assignment. To add courses/sections, click “Add/Remove”. Note you are now able to direct an assignment to different courses, not just sections of the same course. Yes, this is pretty cool.

Section Selector

Filter: Term Course Period

Select Sections	Section List
008) MA200GE1-14 GEOMETRY Terms: S1 Add	001) MA300GE1-12 ALGEBRA 3-4 Terms: S1 Remove
008) MA200GE2-14 GEOMETRY Terms: S2 Add	
004) MA300CT1-1 ALGEBRA 3-4 Terms: S1 Add	
006) MA300CT1-2 ALGEBRA 3-4 Terms: S1 Add	
007) MA300CT1-3 ALGEBRA 3-4 Terms: S1 Add	
004) MA300CT2-1 ALGEBRA 3-4 Terms: S2 Add	

Next, select the standard/grading task that will be assessed in this assignment. Please select “Semester Coursework”

Assignment Detail

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
X 001) MA300GE1-12 ALGEBRA 3-4 Terms: S1	<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
X Semester Coursework	Marks	<input type="text" value="4"/>	<input type="text" value="1"/>

ⓘ

Once you select your grading task, here’s the only tricky part. 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 given test that you want to count more than other homework assignments 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.

In the assignment set-up, there are a few other interesting things you can explore by clicking the arrow next to “For Students” and “For Teachers. For example, in the “For Students” area, teachers can provide a description of the assignment, attach a file, or provide a link to an external resource.

For Students

Student Instructions

Insert Template

<>
B
I
U
☰
☰
☰
☰
🖼
📄
🔗
☰
-
A

Add Content

- Maximum Upload File Size: 3MB.

Type	Name	Description/Options	Status
No Content			
<input type="button" value="File Attachment"/>	<input type="button" value="Online Assessment"/>	<input type="button" value="Student Submission"/>	

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

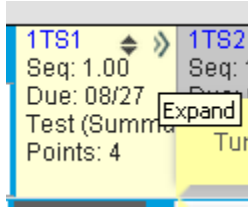
[Fill Scores/Comments](#)

/2014

Att 10/03	GT1	Dr	Assignment Comments	T	M	L	I	Ch	X	Student Submissions
	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="text-align: right; padding-right: 5px;">▼</div> <div style="text-align: left; padding-left: 5px;">4</div> <div style="text-align: left; padding-left: 5px;">3</div> <div style="text-align: left; padding-left: 5px;">2</div> <div style="text-align: left; padding-left: 5px;">1</div> <div style="text-align: left; padding-left: 5px;">0</div> <div style="text-align: right; padding-right: 5px;">▼</div> </div>	Dr		T	M	L	I	Ch	X	
		Dr		T	M	L	I	Ch	X	
		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 does not currently notify you if you enter a numeric score other than 0-4 (we’ve reported this as a bug to IC and hope it can be fixed).

If you click the gray “Expand” arrows pointing to the right, you’ll get the same scoring options shown above.



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

If you’ve followed these steps so far in managing your grade book, the grade posting process is pretty straight-forward and easy using the instructions we provided recently.

The next thing I’d like to show is the parent view from the IC portal assuming your grade book is set up correctly.

MA310GE1-3 ALGEBRA 3.4 W/SUPPOR - Anthony, Gregory

	Q1	Q2	Q3	Q4
Interpret the structure of expressions				
Understand the relationship between zeros and factors of polynomials				
Understand solving equations as a process of reasoning and explain the reas				
Represent and solve equations and inequalities graphically				
Interpret functions that arise in applications in terms of the context				
Write expressions in equivalent forms to solve problems				
Build a function that models a relationship between two quantities				
Extend the properties of exponents to rational exponents				
Make inferences and justify conclusions from sample surveys, experiments an				
HS Progress	3.97% A			
HS Quarter				
Semester Coursework		3.40% B		
Semester Exam				
Semester		3.40% B		
HS Eligibility				

Note that all of the standards are listed for your course (unless none have been assigned by the district curriculum teams), however no scores will ever appear for each standard. Instead, the parent will see posted grades in green and in-progress grades in yellow.

If the parent clicks the course name to see more detail, they will see all of the assignments you’ve scored, organized by category.

Term Q2 Semester Coursework Detail							
Test (weight: 60.0)							
Name	Due Date	Assigned Date	Pts Poss	Score%	Turned In	Comments	
Copy of Class Requirements (All Tests, Quizzes, >	08/27/2014	08/27/2014	4				
Homework (weight: 10.0)							
Name	Due Date	Assigned Date	Pts Poss	Score%	Turned In	Comments	
page 22 #11-37 odd (due in class) Evaluate Express	08/21/2014	08/21/2014	4	4			
daily math practice week ending 8/21/14	08/22/2014	08/22/2014	4	4			
page 30 #1-19 solving equations	08/22/2014	08/22/2014	4	4			
page 37 #10-17 all	08/26/2014	08/26/2014	4	3			
worksheet #1 solving equations	08/27/2014	08/26/2014	4	4			
worksheet 2 solving and graphing inequalities	08/27/2014	08/27/2014	4	4			
worksheet #3 solve inequalities	08/29/2014	08/28/2014	4	4			
worksheet #4 solving equations	08/29/2014	08/29/2014	4	4			
study guide for quiz 1.3 to 1.5 Solve Equations an	09/04/2014	09/03/2014	4	4			
page 50 #8-22 even	09/09/2014	09/08/2014	4	0			
worksheet 5 Functions	09/10/2014	09/10/2014	4	4			
worksheet 6 functions	09/11/2014	09/10/2014	4	4			
worksheet 7 functions	09/12/2014	09/11/2014	4	0			
page 78 #7-16 Direct Variation	09/16/2014	09/15/2014	4	0			
daily math practice week ending 8-29-14	08/29/2014	08/29/2014	4	4			
daily math practice week ending 9/5/14	09/02/2014	09/02/2014	4	4			
Requirement 70% pf homework must be done	09/05/2014	09/05/2014	4				
daily math practice ending 9-12-14	09/12/2014	09/12/2014	4	3			
Quiz (weight: 30.0)							
Name	Due Date	Assigned Date	Pts Poss	Score%	Turned In	Comments	
quiz1.3to1.5 SolveEquations and Inequalities	09/04/2014	09/04/2014	4	4			
2.Quiz (weight: 30.0)							
Name	Due Date	Assigned Date	Pts Poss	Score%	Turned In	Comments	
Requirement (All Test,Quiz, >70% hw done)	08/29/2014	08/29/2014	4				
1.Homework (weight: 20.0)							
Name	Due Date	Assigned Date	Pts Poss	Score%	Turned In	Comments	
page 78 #18-28,37-40	09/17/2014	09/16/2014	4	0			
worksheet 8 Finding Slopes	09/17/2014	09/17/2014	4	4			
page 85 #8-27	09/18/2014	09/18/2014	4	0			

Note that the parent will need to scroll through Standards detail (which won't have any assignments) to see this very useful assignment information.

If you click into an assignment, you will see even more information –including the description, objectives, or any file attachments you set up when building the assignment.

Assignment Detail for MA310GE1-3 ALGEBRA 3-4 W/SUPPOR

MA310GE1-3 ALGEBRA 3-4 W/SUPPOR

Teacher: Anthony, Gregory 

[Grade Book view for MA310GE1-3 ALGEBRA 3-4 W/SUPPOR](#)

Score Detail	
Score	4
Comments	

Assignment Detail	
Name	study guide for quiz 1.3 to 1.5 Solve Equations an
Due Date	09/04/2014
Date Assigned	09/03/2014
Total Points	4
Description	

[Grade Book view for MA310GE1-3 ALGEBRA 3-4 W/SUPPOR](#)