



2018-2019 High School Semester Posting Instructions

STANDARDS-BASED LEARNING AND ASSESSMENT (SBLA)
SCHOOL DISTRICT U-46

There are a few small changes in posting Semester grades that are outlined below:

1. For the Semester report cards, we are recommending (but not requiring) that you post scores for students against each standard that you've assessed so far this school year. This will help teachers in determining an appropriate letter grade for each student and also provide very useful information to parents in the IC portal on how their student is progressing.
2. Next, post grades to **S1 – Semester**
3. Reminder; you are not required to post to tasks of **Semester Coursework** and **Semester Exam**

Step 1: Posting Scores to each standard

In your grade book select the current term (S1) and a standard that you've assessed. Here you will see all of the scored assignments that were aligned to that particular standard for the given term. If you have set up a grade calculation option for your standards, you can post using the proficiency estimates generated by IC by clicking **Post** and posting the scores to this same standard (task) for S1 as shown below.

Task: Language: Demonstrate command of grammar, usage an...

Fill Comments	In Progress			Post Proficiency Estimate	Categories		
	Points	Possible			Formative	Summative	District Assessment
CC				2	3	2	1
CC				2	2	2	3
CC				2	2	2	2
CC				2	1	2	2
CC				3	2	3	2
CC				3	3	3	1
CC				2	2	2	3
--				-	-	-	-

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: S1

Task: Language: Demonstrate command of grammar, usage and language.

Post to:

Term:

Task:

You will still have the option to manually assign a score of 0-4 by clicking in the **Posted Grade** column and choosing the appropriate score. You can also use this option after posting scores above if you wish to change only a few student scores from what was posted using the proficiency estimates IC generated.

Posted		In Progress		Categories		THR1	
Percent	Grade	Fill Rpt Crd Comments	Trend	Post Rubric	Formative	Summative	
	<input type="text" value="4"/>	CC	4.00	4		4.00	4
	<input type="text" value="3"/>	CC	2.00	2		2.00	4
	<input type="text" value="2"/>	CC	3.00	3		3.00	4
	<input type="text" value="1"/>	CC	4.00	4		4.00	4
	<input type="text" value="0"/>	CC	3.00	3		3.00	3
		CC	4.00	4		4.00	3
		CC	4.00	4		4.00	3

Step 4: Posting the final Semester Grade

- 2 options – from gradebook view or using “Post Grades” option

Gradebook view:

Term: S1 (08/15/18 - 12/21/18) Section: 001) LA120HN1-1 HON FR ENG LANGU Task: Semester

Posted		
Percent	Grade	Fill Rpt Crd Comments
	▼	CC
	A	CC
	B	CC
	C	CC
	D	CC
	E	CC
	P	CC
	F	CC
	AU	CC
	I	CC
	M	CC
	NE	CC
	WV	CC
	WF	CC
	PW	CC

Select term of **S1** and task of **Semester** to post your grades. Click in the **Posted Grade** column and select the appropriate grade for each student.

In this same screen, you can enter comments you'd like to include as part of the report card grade. You can either type individualized comments directly into the **Rpt Crd Comments** field or choose one of the canned comments.

Posted		
Percent	Grade	Fill Rpt Crd Comments
	▼	CC
	A	CC
	B	CC
	C	CC
	D	CC
	E	CC
	P	CC
	F	CC
	AU	CC
	I	CC
	M	CC
	NE	CC
	WV	CC
	WF	CC
	PW	CC

Click **CC** to choose from a list of canned comments or type in your individualized comments. If you don't see **CC** here, you need to select **"Use Canned Comments"** from your grade book settings.

Canned Comments

Add report card comment(s) for Q1 / HS Progress

Report Card Comment - Preview

Selection Method

Enter Code(s):

Choose Comment(s):

- 01s: 01. Effort Grade / Calificacion De Esfuerzo - Satisfactory / Satisfactorio
- 11: 11. Academic Warning: In Danger of Failing / Aviso Académico: En Peligro De Fracasar
- 01u: 01. Effort Grade / Calificacion De Esfuerzo - Unsatisfactory / No Satisfactorio
- 03: 03. Working to Capacity / Trabajando A Capacidad
- 04: 04. Shows Improvement / Demuestra Mejoramiento
- 05: 05. Contributes/Participates in Class / Contribuye/Participa En Clase
- 06: 06. Demonstrates Responsibility and Cooperation / Demuestra Responsabilidad Y Cooperacion
- 07: 07. Attitude Problem / Problema De Actitud
- 08: 08. Behavior Problem / Problema De Conducta
- 09: 09. Assignments Missing / Faltan Tareas
- 10: 10. Poor Tests/Quiz Performance / Sale Mal En Los Exámenes/Pruebas Cortas
- 12: 12. Frequent Absence/Tardy / Ausencias/Tardanzas Frecuentes
- 13: 13. Please Contact Teacher / Por Favor Pongase En Contacto Con Masestro
- 14: 14. P.E. Not Dressed / No Se Viste Para Educacion Fisica

Click **Add Comments** to save your comments

Click **Save** before exiting the page (button will turn red following any changes).



That's it – you're done. Congratulations!

Post Grades option:

Choose Post Grades in the left-side menu under Campus Instruction. Choose to post by **“All Standards and Grading Tasks”**. Here you will see a summary for each student with scores calculated by IC and/or posted for each standard that may be helpful in determining the appropriate letter grade for each student for the Semester.



2018-2019 High School Semester Posting Instructions

STANDARDS-BASED LEARNING AND ASSESSMENT (SBLA)

SCHOOL DISTRICT U-46

Instruction ▾

Term: S1 (08/15/18 - 12/21/18) | Section: 001) LA120HN1-1 HON FR ENG LANGUAGE ARTS

Save | Fill Percent, Grade, Comment | Multi-Post Grades | Graphs | Show ▾ | Post by: All Standards and Grading Tasks

Post by All Standards and Grading Tasks

Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
Reading: Read closely to cite, analyze and infer.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage	3	
Writing: Produce clear and coherent writing.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage	3	
SpkListen: Present and respond to information	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage		
Language: Demonstrate command of grammar, usage and language.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage	2	Click for more
HS Quarter	<input type="text"/>	B ▾	Consistently working on all standards	<input type="text"/> Manage		
Semester Coursework	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage		
Semester Exam	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage		
Semester	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage		
HS Eligibility	<input type="text"/>	Passing ▾	<input type="text"/>	<input type="text"/> Manage		
Literacy Assessment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Manage		

As always, remember to click **Save** before exiting the page