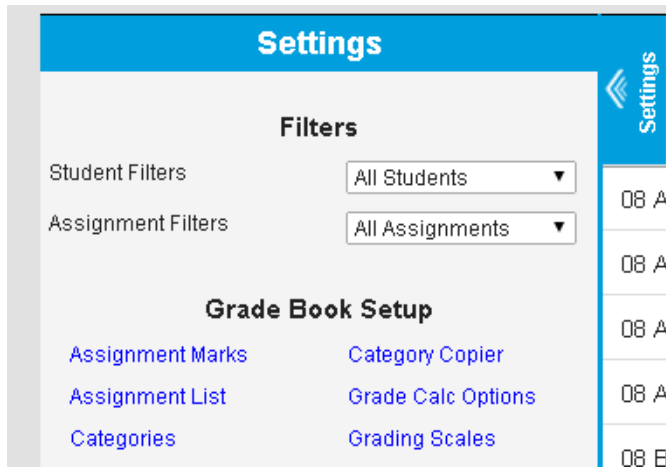The first thing to check is your grade book set up. Let's start with Categories, by clicking on **Settings** within your grade book and then selecting **Categories**:

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

Because you are doing SBG, you will not have any grade calculations turned on. Because of this, you can leave the **Weight** at 0 for each of your categories (this weight won't be used anywhere).

Next, open each of your categories to ensure that you have aligned it to the standards you plan to use and not to traditional grading tasks like **Semester Coursework** .

Category Detail

ELA9/10-5	W5:Develop and strengthen writing as needed by planning, revising, editing	☑
ELA9/10-6	W7: Conduct short as well as more sustained research projects to answer a q	☑
ELA9/10-7	SL1: Initiate and participate effectively in a range of collaborative disc	☑
ELA9/10-8	SL4: Present information, findings, and supporting evidence clearly, conci	☑
ELA9/10-9	L1:Demonstrate command of the conventions of standard English grammar and	☑
ELA9/10-10	L4: Determine or clarify the meaning of unknown and multiple-meaning words	☑

Select which Grading Tasks will use this category

Grading Task	☐
HS Progress	☐
HS Quarter	☐
Semester Coursework	☐
Semester Exam	☐
Semester	☐
HS Eligibility	☐
Writing Assessment	☐

[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 you're doing SBG, you need to decide if you'd like IC to calculate a "proficiency estimate" for each of your standards in the area titled **Standards**. The Power Law calculation is an interesting measure that does trending analysis and places much heavier weight on more recent observations.

Next, for grading tasks, make sure that each is showing **"No Calculation".** You can use the **Fill Calculation Type** command to ensure that this choice is applied to all of your grading tasks.

Grade Calculation

Standards

Term/Standards: [Show All]

Term	Standard	Composite	Calculation
All	All		Type: [Proficiency Estimate (Rubrics) ▼] *Method: [Power Law ▼]

Grading Tasks

Term/Grading Tasks: [Show All]

Term	Grading Task	Composite	Calculation
All	All		Type: [No Calculation ▼]

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. Because you have "No Calculation" selected for your grading tasks, this won't actually be used in determining the final Semester grade, so you can disregard.

Grade 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 IC will not be recording in-progress grades, you will need to make sure you provide any updates each week to this grading task following the instructions posted on Staff Resources.

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:

Assignment Detail

*Name
Demo

*Abbreviation
Demo

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
☐		☑	☑				
☑ EN120HN1-1 HON FR ENG	Q1, Q2	☑	☑	09/30/2014	09/30/2014	1.00	No Groups
☐ EN120HN1-4 HON FR ENG							

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

☑ Align to Grade Book

Select the standard(s) that will be assessed in this assignment and the appropriate category. Please keep scoring type at "rubrics" for standards-aligned assignments.

Note that grading tasks like Semester Coursework indicate "No Categories" and won't let you select them.

Assignment Detail

☐ ELA9/10-6: W7: Conduct short as well as more sustained research projects to answer a q

☐ ELA9/10-7: SL1: Initiate and participate effectively in a range of collaborative disc

☑ ELA9/10-8: SL4: Present information, findings, and supporting evidence clearly, conci   ○ Points
   ● Formative   ○ Marks
   ○ Summative   ● Rubric

☐ ELA9/10-9: L1:Demonstrate command of the conventions of standard English grammar and

☐ ELA9/10-10: L4: Determine or clarify the meaning of unknown and multiple-meaning words

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
☐ HS Progress			
No Categories			
☐ HS Quarter			
No Categories			
☐ Semester Coursework			
No Categories			
☐ Semester Exam			
No Categories			
☐ Semester			
No Categories			

In the assignment set-up, there are a few other interesting things you can explore. Adding a **description, objectives, or attaching a file** here will make that valuable information 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.

Information for Students

Add Description

Add Objectives

Add References

| Add Files | Maximum File Size: 3MB |

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.

): Demo Assignment   Fill Scores/Comments
/2014

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

To view assignments in your grade book, you need to select the current term (Q1 right now) and the standard that was assessed.

Because this is not a very convenient way to view all of your assessments across categories and standards, we've created a **Tableau** view to assist with grading decisions. Please see an example of the type of data you'll see in Tableau below.

Share • Remember my changes ▾

Student | Overview

				ELA1112-1: R1: Cite strong and thorough textu..	ELA1112-4: W4: Produce clear and coherent ..	ELA1112-5: W5: Develop and strengthen wri..	Semester Coursework	Writing Assessment
EN370AP1-4	District Writing A..	9/5/2014	Diagnostic Writing Asse..					
	Formative	9/5/2014	Twelve Years a Slave - ..	4				
			Twelve Years a Slave - ..		2			
			Twelve Years a Slave - ..		1			
			Twelve Years a Slave - ..	2				
			Twelve Years A Slave - ..			0		
			Twelve Years a Slave B..		2			
			Twelve Years a Slave E..		1			
			Twelve Years A Slave ..	2				
		11/2/2014	Summer Reading Chec..					

Section
☑ (All)
☑ EN120HN1-1 HON FR ENG
☑ EN120HN1-4 HON FR ENG
☑ EN370AP1-3 AP ENG LANG & COMP
☑ EN370AP1-4 AP ENG LANG & COMP
☑ EN370AP1-5 AP ENG LANG & COMP

Name
[   ] ▾

Standard / Task 🔍 ≡ ▾
☑ (All)
☑ ELA1112-1: R1: Cite strong and th...
☑ ELA1112-4: W4: Produce clear an...
☑ EL [ELA1112-4: W4: Produce clear and col]
☑ Semester Coursework
☑ Writing Assessment

Category
☑ (All)
☑ District Writing Assessment
☑ Formative

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

▼ 📖 **EN120HN1-1 HON FR ENG** - Besch, Jane

	Q1	Q2	Q3	Q4
R1: Cite strong and thorough textual evidence to support analysis of what t				
R2: Determine a theme or central idea of a text and analyze in detail its d				
R3: Analyze how complex characters (e.g., those with multiple or conflictin				
W4:Produce clear and coherent writing in which the development, organizati				
W5:Develop and strengthen writing as needed by planning, revising, editing				
W7: Conduct short as well as more sustained research projects to answer a q				
SL1: Initiate and participate effectively in a range of collaborative disc				
SL4: Present information, findings, and supporting evidence clearly, conci				
L1:Demonstrate command of the conventions of standard English grammar and				
L4: Determine or clarify the meaning of unknown and multiple-meaning words				
HS Progress	B			
HS Quarter				
Semester Coursework				
Semester Exam				
Semester				
HS Eligibility				
Writing Assessment				

Note that all of the standards are listed for your course; however scores for each standard will appear only when you post scores at the end of the term (i.e. any proficiency estimates you've selected like Power Law aren't displayed here).

Because you have in-progress grade calculation turned off for grading tasks, the parent will not see any running % or grade in yellow under **Semester Coursework**. Instead, they will only see final grades in green once you have posted your grades.

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

Term Q1 R1: Cite strong and thorough textual evidence to support analysis of what t Detail

Formative

Name	Due Date	Assigned Date	Score	Turned In	Comments
Summer Reading	08/18/2014	08/18/2014		✅	

Term Q1 R2: Determine a theme or central idea of a text and analyze in detail its d Detail

Formative

Name	Due Date	Assigned Date	Score	Turned In	Comments
Summer Reading	08/18/2014	08/18/2014		✅	

Term Q1 R3: Analyze how complex characters (e.g., those with multiple or conflictin Detail

This Standard has no assignments assigned to it.

Term Q1 W4: Produce clear and coherent writing in which the development, organizati Detail

Formative

Name	Due Date	Assigned Date	Score	Turned In	Comments
Essay - A Moment in Time Descriptive Format	09/10/2014	09/05/2014	3		
Essay - A Moment in Time Descriptive	09/10/2014	09/05/2014	3		

Term Q1 W5: Develop and strengthen writing as needed by planning, revising, editing Detail

This Standard has no assignments assigned to it.

Term Q1 W7: Conduct short as well as more sustained research projects to answer a q Detail

This Standard has no assignments assigned to it.

Term Q1 SL1: Initiate and participate effectively in a range of collaborative disc Detail

This Standard has no assignments assigned to it.

Term Q1 SL4: Present information, findings, and supporting evidence clearly, conci Detail

This Standard has no assignments assigned to it.

Term Q1 L1: Demonstrate command of the conventions of standard English grammar and Detail

Formative

Name	Due Date	Assigned Date	Score	Turned In	Comments
POS Quiz	09/11/2014	09/11/2014	3		
Parts of Speech	09/17/2014	09/12/2014	2		

Term Q1 L4: Determine or clarify the meaning of unknown and multiple-meaning words Detail

Formative

Name	Due Date	Assigned Date	Score	Turned In	Comments
Essay - A Moment in Time Description	09/10/2014	09/05/2014	2		
ACT Vocabulary	09/17/2014	09/12/2014	2		
Literary Vocabulary	09/17/2014	09/12/2014	4		

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 EN120HN1-1 HON FR ENG

EN120HN1-1 HON FR ENG
Teacher: Besch, Jane

Grade Book view for EN120HN1-1 HON FR ENG

Score Detail	
Score	4
Comments	

Assignment Detail	
Name	Literary Vocabulary
Due Date	09/17/2014
Date Assigned	09/12/2014
Description	

Grade Book view for EN120HN1-1 HON FR ENG