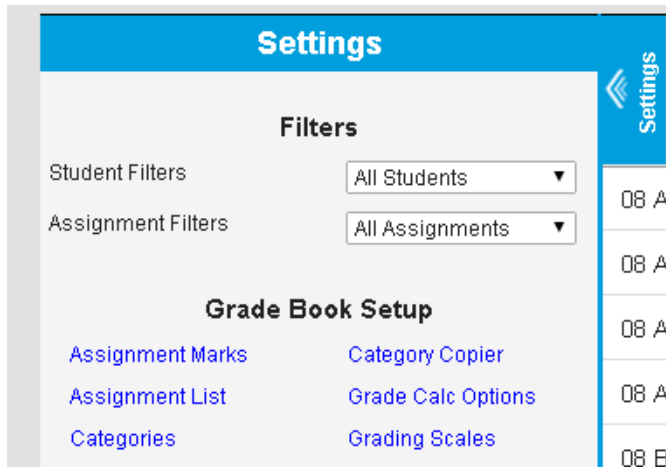


The first thing to check is your grade book set up. Let’s start with Categories, by clicking on **Settings** within your grade book and then selecting **Categories**:



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

Category List

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
<input type="text" value="1"/>	Test (Summative)	<input type="text" value="45.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	Lab Activity (Summative)	<input type="text" value="25.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="3"/>	Lab Activity (Formative)	<input type="text" value="15.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="4"/>	Class Activity (Summative)	<input type="text" value="10.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="5"/>	Assignment (Formative)	<input type="text" value="5.0"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



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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%.

Next, open each of your categories to ensure that you have aligned it to **Semester Coursework** grading task (best practice is to only align it to this task to ensure your assignments are collected centrally). You also should check to make sure your category is not aligned to standards listed.

Category Detail

Abbr	Standards	<input type="checkbox"/>
ALG3/4-1	Interpret the structure of expressions	<input type="checkbox"/>
ALG3/4-2	Understand the relationship between zeros and factors of polynomials	<input type="checkbox"/>
ALG3/4-3	Understand solving equations as a process of reasoning and explain the reas	<input type="checkbox"/>
ALG3/4-4	Represent and solve equations and inequalities graphically	<input type="checkbox"/>
ALG3/4-5	Interpret functions that arise in applications in terms of the context	<input type="checkbox"/>
ALG3/4-6	Write expressions in equivalent forms to solve problems	<input type="checkbox"/>
ALG3/4-7	Build a function that models a relationship between two quantities	<input type="checkbox"/>
ALG3/4-8	Extend the properties of exponents to rational exponents	<input type="checkbox"/>
ALG3/4-9	Make inferences and justify conclusions from sample surveys, experiments an	<input type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
HS Progress	<input type="checkbox"/>
HS Quarter	<input type="checkbox"/>
Semester Coursework	<input checked="" type="checkbox"/>

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, you can select **Fill Calculation Type** and choose **In Progress Grade, U-46 2014-2015 Grading Scale**, and check the **Weight Categories** box (if you are weighting your categories). Using the **Fill Calculation Type** command will ensure that these choices are applied to all of your grading tasks.



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Grade Calculation

Standards

Term/Standards:

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

Grading Tasks

Fill Calculation Type

Term	Grading Task	Composite	Calculation
Q1	HS Progress	<input type="checkbox"/>	Type: <input type="text" value="In Progress Grade"/> *Grading Scale <input type="text" value="U-46 2014-2015 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.



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Grade Calculation

U-46 2014-2015 Grading Scale ▼
 Weight Categories
 Use Score's % Value

Q2 Semester **Type:**
In Progress Grade ▼

***Grading Scale**
U-46 2014-2015 Grading Scale ▼

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

Q2 HS Eligibility **Type:**
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:

[Assignment Detail](#)

*Name

Demo Assignment

*Abbreviation

Demo

[Add Notes](#)

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 8SCES19Y-1 8TH SCIENCE TRANS	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="09/29/2014"/>	<input type="text" value="10/03/2014"/>	<input type="text" value="1.00"/>	No Groups

Scoring Alignment Detail

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

Align to Grade Book

Notice how you will not be able to align the assignment to standards because each standard is indicating “No Categories” and won’t let you select it.

[Assignment Detail](#)

Standards

Select which standards get this assignment

Standard	Scoring Type
<input type="checkbox"/> SCIG8-1: 11.B.3a Identify an actual design problem and establish criteria for deter No Categories	
<input type="checkbox"/> SCIG8-2: 11.A.3a Formulate hypotheses that can be tested by collecting data. No Categories	
<input type="checkbox"/> SCIG8-3: 11.A.3b Conduct scientific experiments that control all but one variable. No Categories	
<input type="checkbox"/> SCIG8-4: 11.A.3c Collect and record data accurately using consistent measuring and No Categories	
<input type="checkbox"/> SCIG8-5: 11.A.3d Identify and reduce potential hazards in science activities (e.g.,	

When you scroll down to the Grading Tasks area, notice that you can only select **Semester Coursework** (with the exception of your final Semester Exam which will be added to **Semester Exam**).

Assignment Detail

No Categories

- ALG3/4-9: Make inferences and justify conclusions from sample surveys, experiments an
No Categories

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> HS Progress No Categories			
<input type="checkbox"/> HS Quarter No Categories			
<input checked="" type="checkbox"/> Semester Coursework	<input type="radio"/> Points <input checked="" type="radio"/> Marks	4	1
<input checked="" type="radio"/> 1.Homework <input type="radio"/> 1.Test <input type="radio"/> Homework <input type="radio"/> Quiz <input type="radio"/> Test	*Assignment Marks <input type="text" value="U-46 0-4 point marks sca"/>		
<input type="checkbox"/> Semester Exam			
<input type="checkbox"/> Semester No Categories			
<input type="checkbox"/> HS Eligibility No Categories			

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. 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.

D: Demo Assignment
/2014

[Fill Scores/Comments](#)

Att 10/03	GT1	Dr	Assignment Comments	T	M	L	I	Ch	X	Student Submissions
	<input type="text" value="4"/>	Dr	<input type="text"/>	T	M	L	I	Ch	X	
	<input type="text" value="3"/>	Dr	<input type="text"/>	T	M	L	I	Ch	X	
	<input type="text" value="2"/>	Dr	<input type="text"/>	T	M	L	I	Ch	X	
	<input type="text" value="1"/>	Dr	<input type="text"/>	T	M	L	I	Ch	X	
	<input type="text" value="0"/>	Dr	<input type="text"/>	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.

1TS1
1TS2

Seq: 1.00
Seq: 1.00

Due: 08/27
Due: 08/27

Test (Summative)
Test (Summative)

Points: 4
Points: 4

Expand

Demo: Demo Assignment ◀ ▶

Seq: 1.00 Fill Scores/Comments

Due: 10/03 Multi Score

Test (Summative) 0 0 0 0 0 0 0

Points: 4 T M L I Ch X Dr Student Submission

		T	M	L	I	Ch	X	Dr
<input type="text"/>	<input type="text"/>							
<input type="text"/>	<input type="text"/>							
<input type="text"/>	<input type="text"/>							
<input type="text"/>	<input type="text"/>							

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 reasons				
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 and observational studies				
HS Progress	3.97% A			
HS Quarter				
Semester Coursework		3.40% B		
Semester Exam				
Semester		3.40% B		
HS Eligibility				



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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			



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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](#)