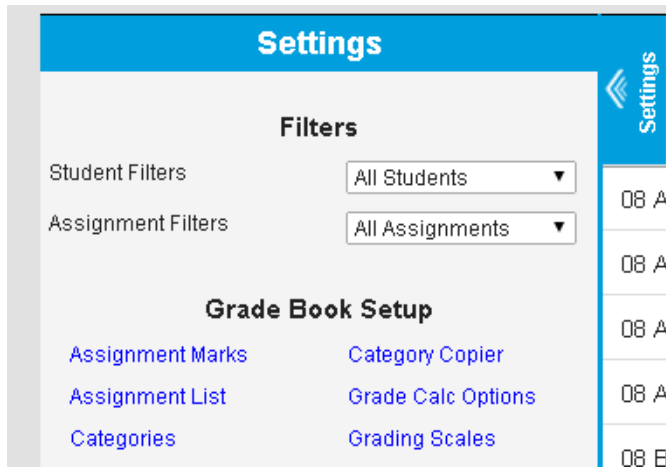


The first thing to check is your grade book set up. Let’s start with Categories, by clicking on **Settings** within your grade book and then selecting **Categories**:



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="0"/>	<b>Formative</b>	<input type="text" value="0.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	<b>Summative</b>	<input type="text" value="0.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="1"/>	<b>*District Writing Assessment</b>	<input type="text" value="0.0"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 **MS Quarter** .

### Category Detail

MSALG-9	Understand the concept of a function and use function notation	<input checked="" type="checkbox"/>
MSALG-10	Interpret functions that arise in applications in terms of the context	<input checked="" type="checkbox"/>
MSALG-11	Interpret the structure of expressions	<input checked="" type="checkbox"/>
MSALG-12	Perform arithmetic operations on polynomials	<input checked="" type="checkbox"/>
MSALG-13	Solve equations and inequalities in one variable	<input checked="" type="checkbox"/>
MSALG-14	Represent and solve equations and inequalities graphically	<input checked="" type="checkbox"/>
MSALG-15	Create equations that describe numbers or relationships	<input checked="" type="checkbox"/>
MSALG-16	Interpret linear models	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

<b>Grading Task</b>	<input type="checkbox"/>
MS Progress	<input type="checkbox"/>
MS Quarter	<input type="checkbox"/>
Final	<input type="checkbox"/>
MS Eligibility	<input 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 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 BOOK “SELF AUDIT” – STANDARDS-BASED GRADING (SBG)

MIDDLE SCHOOL

## Grade Calculation

### Standards

Term/Standards:

Term	Standard	Composite	Calculation
All	All		<b>Type:</b> <input type="text" value="Proficiency Estimate (Rubrics)"/> <b>*Method:</b> <input type="text" value="Power Law"/>

### Grading Tasks

Term/Grading Tasks:

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

You will see that the district has already set up a **Composite grading task** for your final grade issued at the end of the school year that is a combination of the four quarterly grades (except for rotational courses). 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 BOOK "SELF AUDIT" – STANDARDS-BASED GRADING (SBG) MIDDLE SCHOOL

## Grade Calculation

Q4	Final	<input checked="" type="checkbox"/>	Type:	No Calculation																		
<table border="1"><thead><tr><th>*Child Task/Standard</th><th>*Weight</th><th>Effective %</th></tr></thead><tbody><tr><td>Q1 MS Quarter</td><td>25.0000</td><td>25.00</td></tr><tr><td>Q2 MS Quarter</td><td>25.0000</td><td>25.00</td></tr><tr><td>Q3 MS Quarter</td><td>25.0000</td><td>25.00</td></tr><tr><td>Q4 MS Quarter</td><td>25.0000</td><td>25.00</td></tr><tr><td colspan="3"><input type="button" value="Add"/></td></tr></tbody></table>					*Child Task/Standard	*Weight	Effective %	Q1 MS Quarter	25.0000	25.00	Q2 MS Quarter	25.0000	25.00	Q3 MS Quarter	25.0000	25.00	Q4 MS Quarter	25.0000	25.00	<input type="button" value="Add"/>		
*Child Task/Standard	*Weight	Effective %																				
Q1 MS Quarter	25.0000	25.00																				
Q2 MS Quarter	25.0000	25.00																				
Q3 MS Quarter	25.0000	25.00																				
Q4 MS Quarter	25.0000	25.00																				
<input type="button" value="Add"/>																						
Q4	MS Eligibility	<input type="checkbox"/>	Type:	No Calculation																		

Also note the **MS 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:



# GRADE BOOK "SELF AUDIT" – STANDARDS-BASED GRADING (SBG) MIDDLE SCHOOL

## Assignment Detail

\*Name

Demo

\*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 checked="" type="checkbox"/> 7MAGE49Y-1 7TH ALGEBRA	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/30/2014	09/30/2014	1.00	No Groups

## 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 MS Quarter indicate "No Categories" and won't let you select them.

## Assignment Detail

MSALG-11: Interpret the structure of expressions

MSALG-12: Perform arithmetic operations on polynomials

Summative Assessments

Points

Marks

Rubric

MSALG-13: Solve equations and inequalities in one variable

MSALG-14: Represent and solve equations and inequalities graphically

MSALG-15: Create equations that describe numbers or relationships

MSALG-16: Interpret linear models

## Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> MS Progress	No Categories		
<input type="checkbox"/> MS Quarter	No Categories		
<input type="checkbox"/> Final	No Categories		
<input type="checkbox"/> MS Eligibility	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.

0: Demo Assignment

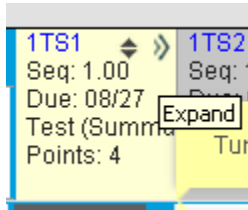
[Fill Scores/Comments](#)

/2014

Att 10/03	GT1	Dr	Assignment Comments	T	M	L	I	Ch	X	Student Submissions
	<div style="border: 1px solid #ccc; padding: 2px;">4 3 2 1 0</div>	Dr	<input style="width: 100%;" type="text"/>	T	M	L	I	Ch	X	
		Dr	<input style="width: 100%;" type="text"/>	T	M	L	I	Ch	X	
		Dr	<input style="width: 100%;" 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.



**Demo: Demo Assignment**  
 Seq: 1.00  
 Due: 10/03  
 Test (Summative)  
 Points: 4

Fill Scores/Comments  
Multi Score

0 0 0 0 0 0 0

T M L I Ch X Dr Student Submission

		T	M	L	I	Ch	X	Dr

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

Settings		Save		Grade Totals		Posted		In Progress		Categories		Sens	Forma	demo
Students				Percent	Grade	Rpt Crd	Comments	Trend	Post Rubric	Formative	Summative	Seq: 1.00 Due: 09/10 Formative	Seq: 1.00 Due: 09/10 Formative	Seq: 1.00 Due: 09/30 Formative
█								3.37	N/A	3.37		2	3	2
█								3.23	N/A	3.23		3	3	2
█								3.37	N/A	3.37		2	3	2
█								3.23	N/A	3.23		3	3	2
█								3.37	N/A	3.37		2	3	2

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.



# GRADE BOOK "SELF AUDIT" – STANDARDS-BASED GRADING (SBG) MIDDLE SCHOOL

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...
- ELA1112-4: W4: Produce clear and co...
- 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.

7MAGE49Y-1 7TH ALGEBRA - Olsen, Mary				
	Q1	Q2	Q3	Q4
Analyze and solve linear equations and pairs of simultaneous linear equatio				
Define, evaluate, and compare functions				
Use functions to model relationships between quantities				
Create equations that describe numbers or relationships.				
Understand solving equations as a process of reasoning and explain the reas				
Solve equations and inequalities in one variable.				
Represent and solve equations and inequalities graphically.				
Interpret the structure of expressions.				
Understand the concept of a function and use function notation				
Interpret functions that arise in applications in terms of the context				
Interpret the structure of expressions				
Perform arithmetic operations on polynomials				
Solve equations and inequalities in one variable				
Represent and solve equations and inequalities graphically				
Create equations that describe numbers or relationships				
Interpret linear models				
MS Progress	P			
MS Quarter				
Final				
MS Eligibility				





**GRADE BOOK “SELF AUDIT” – STANDARDS-BASED GRADING (SBG)**  
MIDDLE SCHOOL

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 **MS Quarter**. Instead, they will only see final grades in green once you have posted your grades (in this example, a “P” for passing grade at the first progress report).

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 Analyze and solve linear equations and pairs of simultaneous linear equatio Detail					
Summative Assessments					
Name	Due Date	Assigned Date	Score	Turned In	Comments
<a href="#">test from 8th grade chart packet</a>	09/29/2014	09/29/2014	3		
Term Q1 Define, evaluate, and compare functions Detail					
This Standard has no assignments assigned to it.					
Term Q1 Use functions to model relationships between quantities Detail					
This Standard has no assignments assigned to it.					
Term Q1 Create equations that describe numbers or relationships. Detail					
Summative Assessments					
Name	Due Date	Assigned Date	Score	Turned In	Comments
<a href="#">algebraic expressions take home test p 265</a>	09/11/2014	09/11/2014	0		
<a href="#">homework test lesson 5 and puzzle packet alg equat</a>	09/11/2014	09/11/2014	4		
<a href="#">test from 8th grade chart packet</a>	09/29/2014	09/29/2014	3		
Term Q1 Understand solving equations as a process of reasoning and explain the reas Detail					
This Standard has no assignments assigned to it.					
Term Q1 Solve equations and inequalities in one variable. Detail					
Summative Assessments					
Name	Due Date	Assigned Date	Score	Turned In	Comments
<a href="#">test from 8th grade chart packet</a>	09/29/2014	09/29/2014	3		
Term Q1 Represent and solve equations and inequalities graphically. Detail					
Summative Assessments					
Name	Due Date	Assigned Date	Score	Turned In	Comments
<a href="#">test from 8th grade chart packet</a>	09/29/2014	09/29/2014	3		

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 7MAGE49Y-1 7TH ALGEBRA

7MAGE49Y-1 7TH ALGEBRA

Teacher: Olsen, Mary

[Grade Book view for 7MAGE49Y-1 7TH ALGEBRA](#)

Score Detail	
Score	0
Comments	

Assignment Detail	
Name	algebraic expressions take home test p 265
Due Date	09/11/2014
Date Assigned	09/11/2014
Description	

[Grade Book view for 7MAGE49Y-1 7TH ALGEBRA](#)