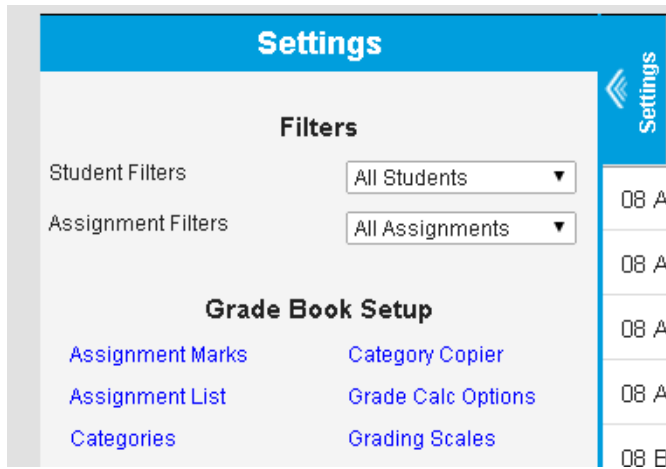


The first thing to check is your grade book set up. Let’s start with Categories, by clicking on **Settings** within your grade book and then selecting **Categories**:



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



GRADE BOOK “SELF AUDIT” – TRADITIONAL GRADING (“MARKS”) MIDDLE SCHOOL

where you assign the weight. To keep things straight, best practice is to have all of your categories within a grading task (MS Quarter) add to 100%.

Next, open each of your categories to ensure that you have aligned it to **MS Quarter** 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

SCIG8-7	12.C.2a Explain and describe the chemical and physical characteristics of ma	<input type="checkbox"/>
SCIG8-8	12.D.3a Explain and demonstrate how forces affect motion (e.g., action/rea	<input type="checkbox"/>
SCIG8-9	12.D.3b Explain the factors that affect the gravitational forces on object	<input type="checkbox"/>
SCIG8-10	12.F.3a Simulate, analyze and explain the effects of gravitational force i	<input type="checkbox"/>
SCIG8-11	12.F.3b Describe the organization and physical characteristics of the sola	<input type="checkbox"/>
SCIG8-12	12.F.3c Compare and contrast the sun as a star with other objects in the M	<input type="checkbox"/>
SCIG8-13	12.E.3a Analyze and explain large-scale dynamic forces, events and process	<input type="checkbox"/>
SCIG8-14	12.E.3b Describe interactions between solid earth, oceans, atmosphere and	<input type="checkbox"/>
SCIG8-15	12.E.2b Describe and explain short-term and long-term interactions of the	<input type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
MS Progress	<input type="checkbox"/>
MS Quarter	<input checked="" type="checkbox"/>
Final	<input type="checkbox"/>
MS Eligibility	<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, 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.



GRADE BOOK "SELF AUDIT" – TRADITIONAL GRADING ("MARKS")

MIDDLE SCHOOL

Grade Calculation

Standards

Term/Standards:

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

Grading Tasks

Fill Calculation Type

*Grading Scale:

Weight Categories

Use Score's % Value

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

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).



GRADE BOOK “SELF AUDIT” – TRADITIONAL GRADING (“MARKS”) MIDDLE SCHOOL

Grade Calculation

Q4	Final	<input checked="" type="checkbox"/>	Type: In Progress Grade																		
			*Grading Scale U-46 2014-2015 Grading Scale																		
<table><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: In Progress Grade																		
			*Grading Scale U-46 2014-2015 Grading Scale																		
			<input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value																		
			<input type="button" value="Save"/> <input type="button" value="Close"/>																		

Also note the **MS 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 **MS 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 checked="" type="checkbox"/> 8SCES19Y-1 8TH SCIENCE TRANS	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/29/2014	10/03/2014	1.00	No Groups

Scoring Alignment Detail

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

Align to Grade Book

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 MS Quarter (as others have No Categories).

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> MS Progress No Categories			
<input checked="" type="checkbox"/> MS Quarter	<input type="radio"/> Points <input checked="" type="radio"/> Marks	4	1
<input type="radio"/> Test (Summative) <input type="radio"/> Lab Activity (Summative) <input type="radio"/> Lab Activity (Formative) <input type="radio"/> Class Activity (Summative) <input type="radio"/> Assignment (Formative)	*Assignment Marks U-46 0-4 point marks scz		
<input type="checkbox"/> Final No Categories			
<input type="checkbox"/> MS 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 tests 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](#)

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



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MIDDLE SCHOOL

(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.

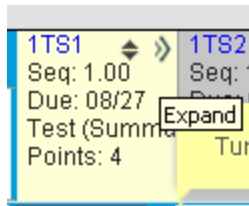
Demo Assignment

[Fill Scores/Comments](#)

/2014

Att 10/03	GT1	Dr	Assignment Comments	T	M	L	I	Ch	X	Student Submissions
	4	Dr		T	M	L	I	Ch	X	
	3	Dr		T	M	L	I	Ch	X	
	2									
	1									
	0	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										
Seq: 1.00										
Due: 10/03										
Test (Summative)										
Points: 4										
	0	0	0	0	0	0	0			
	T	M	L	I	Ch	X	Dr			Student Submission

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.



GRADE BOOK “SELF AUDIT” – TRADITIONAL GRADING (“MARKS”) MIDDLE SCHOOL

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

▼ **8SCES19Y-1 8TH SCIENCE TRANS** - Velazquez, Noe

	Q1	Q2	Q3	Q4
11.B.3a Identify an actual design problem and establish criteria for deter				
11.A.3a Formulate hypotheses that can be tested by collecting data.				
11.A.3b Conduct scientific experiments that control all but one variable.				
11.A.3c Collect and record data accurately using consistent measuring and				
13.A.3a Identify and reduce potential hazards in science activities (e.g.,				
12.C.3a Explain interactions of energy with matter including changes of st				
12.C.3b Model and describe the chemical and physical characteristics of ma				
12.D.3a Explain and demonstrate how forces affect motion (e.g., action/rea				
12.D.3b Explain the factors that affect the gravitational forces on object				
12.F.3a Simulate, analyze and explain the effects of gravitational force i				
12.F.3b Describe the organization and physical characteristics of the sola				
12.F.3c Compare and contrast the sun as a star with other objects in the M				
12.E.3a Analyze and explain large-scale dynamic forces, events and process				
12.E.3b Describe interactions between solid earth, oceans, atmosphere and				
12.E.2b Describe and explain short-term and long-term interactions of the				
MS Progress	2.63% B			
MS Quarter	2.62% B			
Final				2.62% B
MS 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.



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MIDDLE SCHOOL

Term Q1 MS Quarter Detail							
Test (Summative) (weight: 45.0)							
Name	Due Date	Assigned Date	Pts Poss	Score	%	Turned In	Comments
Safety Test	08/27/2014	08/27/2014	4	4			
Pure vs Mixture Vocabulary Quiz	09/12/2014	09/11/2014	4	1			
Lab Activity (Formative) (weight: 15.0)							
Name	Due Date	Assigned Date	Pts Poss	Score	%	Turned In	Comments
Bicycle Parts	08/28/2014	08/27/2014	4	3			
Assignment (Formative) (weight: 5.0)							
Name	Due Date	Assigned Date	Pts Poss	Score	%	Turned In	Comments
Classroom Safety Diagram	08/21/2014	08/21/2014	4	3			
Cornell Notes: Pure Substances vs Mixtures	09/15/2014	09/11/2014	4	3			
Vocab8Tabs	09/09/2014	09/04/2014	4	2			
Term Q1 MS Quarter Totals							

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 8SCES19Y-1 8TH SCIENCE TRANS

8SCES19Y-1 8TH SCIENCE TRANS

Teacher: Velazquez, Noe

[Grade Book view for 8SCES19Y-1 8TH SCIENCE TRANS](#)

Score Detail	
Score	3
Comments	

Assignment Detail	
Name	Classroom Safety Diagram
Due Date	08/21/2014
Date Assigned	08/21/2014
Total Points	4
Description	
Objectives	Develop awareness of safety equipment in a laboratory classroom.