

How to Enter Quarter Grades – Middle School Edition

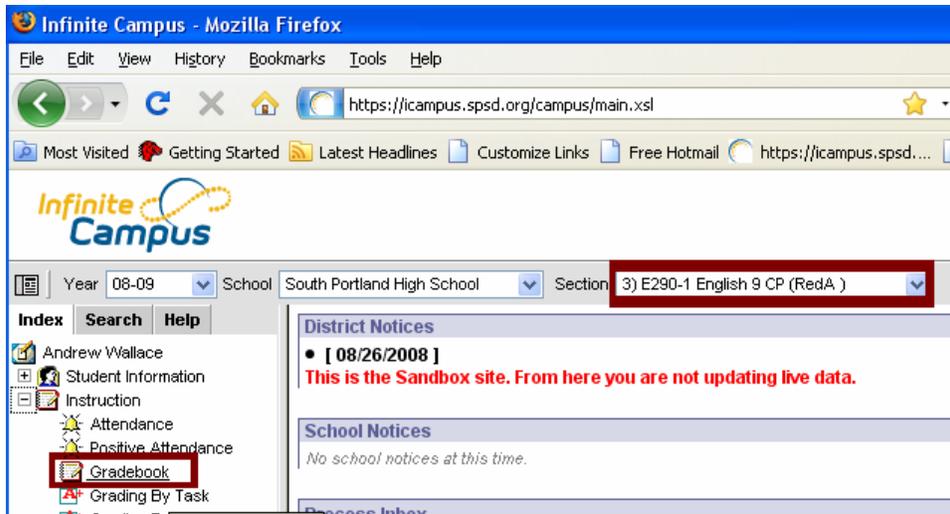
version 1 October 29, 2008

I decided to divide up this instruction sheet into two parts. Part one deals with entering the traditional A-E student grades. Part two deals with entering Effort and Conduct grades. This is our first go at Quarter grading so please feel free to email suggestions on how this instruction sheet could be made better to atw@spsd.org Thanks!

Part 1 – Alphabetical Grade Entry

Entering grades for the Quarter is almost exactly like entering progress report grades (*only easier*, since you don't enter student comments!).

Select the course and section for which you want to enter quarter grades.



Under "Instruction" Click "Gradebook" and the students' current grades will appear, like below. Be sure "Q1-Quarter Grade" is active.

| Student | Pts | Poss | % | Grd | Grd | Homework | Quiz | Exam |
|------------------------|-------|-------|-------|-----|-----|----------|------|--------|
| 09 Chapman, Melanie V | 90.65 | 95.00 | 95.42 | 95 | | 97.00 | 90 | 100.00 |
| 09 Curran, Joshua M | 94.50 | 95.00 | 99.47 | 99 | | 90.00 | 100 | 100.00 |
| 09 Depaolo, Sirena | 94.15 | 95.00 | 99.11 | 99 | | 83.00 | 100 | 100.00 |
| 09 Fagone, Tyler F | 94.85 | 95.00 | 99.84 | 99 | | 97.00 | 100 | 100.00 |
| 09 Fisher, Jamie L | 94.85 | 95.00 | 99.84 | 99 | | 97.00 | 100 | 100.00 |
| 10 Gagnon, Nathaniel E | 94.85 | 95.00 | 99.84 | 99 | | 97.00 | 100 | 100.00 |

On a Mac – hold down the control button and click in the green columns and select “Post Grades”

On a PC - Right click on anywhere in the green columns and select “Post Grades”

The screenshot shows a gradebook window for South Portland High School, Section 1) M3F0-2 Math II (WhiteA). The interface includes a search bar, a navigation menu on the left, and a main table. A context menu is open over the 'Grd' column, showing options: 'Q1 - Quarter Grade', 'Post Grades', and 'Post Grades to other task'. A red arrow points from the 'Gradebook' menu item to the 'Gradebook' icon in the navigation menu.

Click on the Gradebook, under Instruction on the left

Make sure Quarter Grade is selected above (Q1 for 1st, 3 for 3rd etc)

Right click (on a Mac it's hold down Control Button, then click) anywhere in the Green Column and select "Post Grades"

The SAVE button will turn red. Click that and you are done!

| Student | Pts | Poss | % | Grd | % | Grd | | P80YO [100] | P814 [100] | P80YO [100] | 130YO [100] |
|--------------------------|---------|---------|-------|-----|---|-----|--------|-------------|------------|-------------|-------------|
| 09 [redacted] | 2999.00 | 3200.00 | 88.88 | 89 | | | | 100 | 100 | 100 | 100 |
| 09 [redacted] Victoria E | 2617.00 | 3200.00 | 78.92 | 79 | | | | 100 | 100 | 85 | 85 |
| 09 [redacted] Richard G | 2976.00 | 3200.00 | 86.67 | 87 | | | | 100 | 100 | 100 | 100 |
| 09 [redacted] Davi | 3071.00 | 3200.00 | 91.15 | 91 | | | | 100 | 100 | 100 | 100 |
| 09 [redacted] Roman | 3090.00 | 3200.00 | 94.00 | 94 | | | 100.00 | 100 | 100 | 100 | 100 |

Remember to Click SAVE!



You are always free to go back and change your gradebook. Just remember to repost to while the grading window is open.

That's it! On to Effort and Conduct

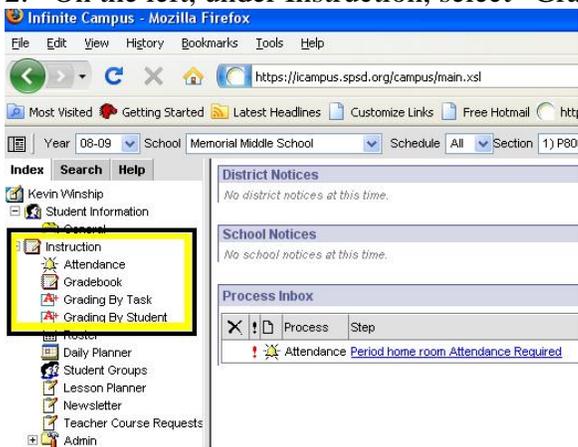
Part 2 – Effort and Conduct Grade Entry

Entering student Effort and Conduct grade is more like entering progress reports, as you will use “Grading By Task” as opposed to posting data you had in your gradebook.

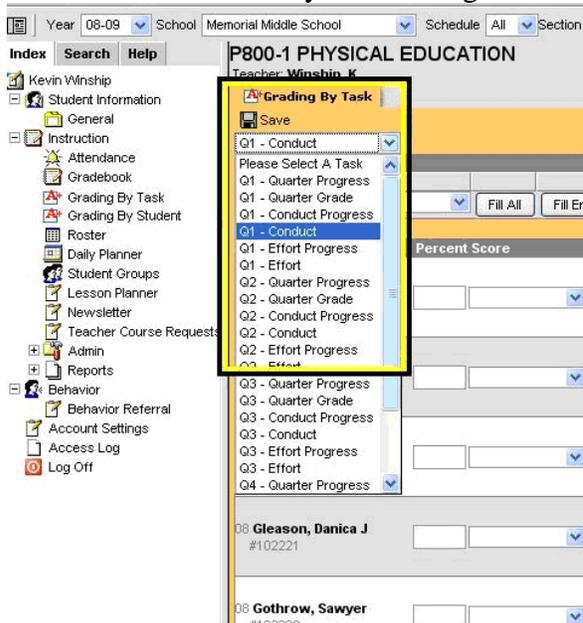
1. Select the class you want to grade from the “Section” menu at the top of the screen.

The screenshot shows a gradebook window for Memorial Middle School, Section 1) P800-1 PHYSICAL EDUCATION (2). The 'Section' menu is highlighted with a yellow box. The main table shows the class name 'P800-1 PHYSICAL EDUCATION' and the teacher 'Kevin Winship, K.'. A 'Grading By Task' button is visible.

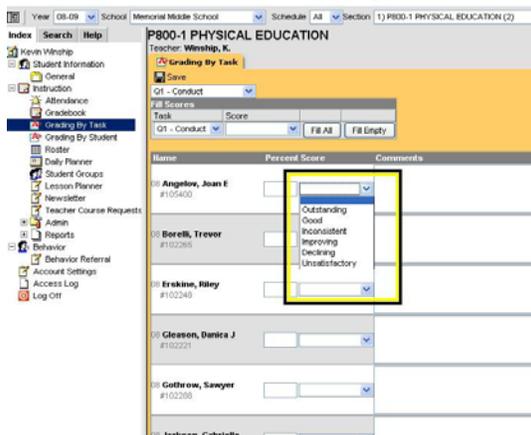
2. On the left, under Instruction, select “Grading by Task.”



3. Select the Task you want to grade from the pull down menu (in this case Q1 –Conduct).



4. Select the best description of each student’s Effort and Conduct under the Score column.



5. When finished, hit Save.
6. Start back at Step #3 to do Effort



Like progress reports you don't have to do these all at once. Just hit save and return when you like, so long as the grading window is open.



You can do the Alphabetical Grade, Effort and Conduct in any order you prefer.



If a majority of students in your class get a similar mark, you can "Auto-Fill" using the Fill Scores box above. Then just adjust students who do not get the most common mark.

Those who don't yet use the gradebook - manually type in quarter grades by selecting the grading task "Q_(1-4 as appropriate)-Grade" like you did for Conduct and Effort. You MUST choose an alphabetical grade from the SCORE column or it will not print on the report card.