

South Portland High School Posting Progress Reports

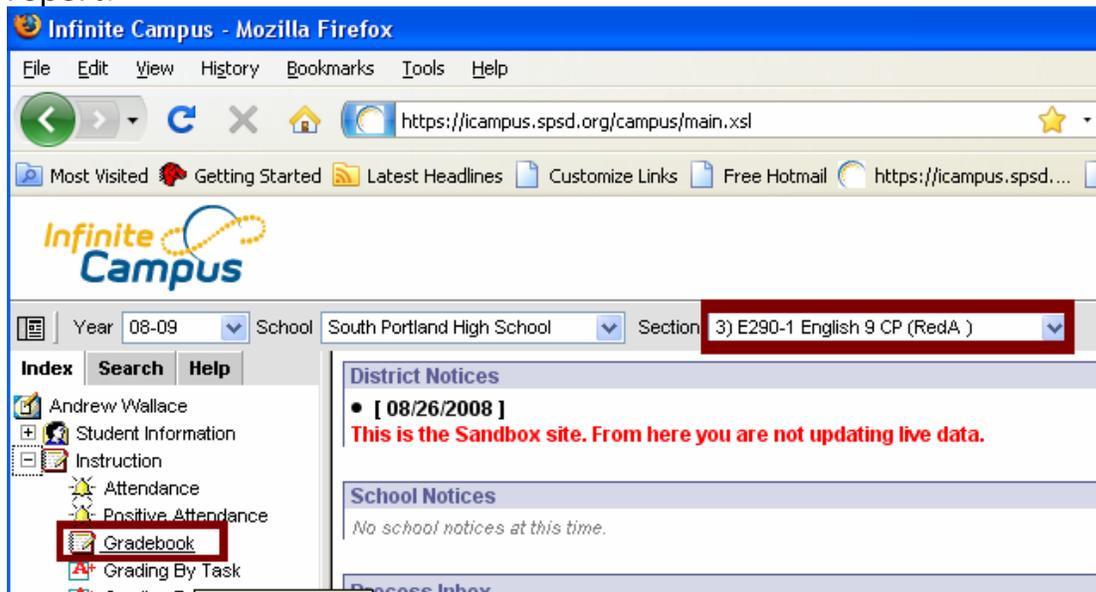
Version 1, September 24, 2008

Note: These are NOT actual grades

PHASE ONE: Posting grades from your gradebook *

*if you don't have a gradebook, skip to Phase Two

Select the course and section for which you want to enter progress report.



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

Student	Pts	Poss	%	Grd	Homework		Quiz		Exam			
					%	A1 [6]	A2 [6]	%	Q1 [20]	Q2 [20]	%	E1 [60]
09 Chapman, Melanie V	90.65	95.00	95.42	95	97.00	A	A	89.50	90	90	100.00	100
09 Curran, Joshua M	94.50	95.00	99.47	99	90.00	B	B	100.00	100	100	100.00	100
09 Depaolo, Sirena	94.15	95.00	99.11	99	83.00	C	C	100.00	100	100	100.00	100
			.00	98.68	98	75.00	D	D	100.00	100	100.00	100
09 Fagone, Tyler F	94.85	95.00	99.84	99	67	NOT REAL DATA	NOT REAL DATA	100.00	100	100	100.00	100
09 Fisher, Jamie L	94.85	95.00	99.84	99	97.00	A	A	100.00	100	100	100.00	100
10 Gagnon, Nathaniel E	94.85	95.00	99.84	99	97.00	A	A	100.00	100	100	100.00	100

On a Mac – hold down the control button and click in the green columns and select “Post Grades to other Task” then click “Q1-Quarter Progress.”

On a PC - Right click on anywhere in the green columns and select “Post Grades to other Task” then click “Q1-Quarter Progress.”

Student Name	Task 1				Task 2		Homework		Quiz			
	Pts	Poss	%	Grd	%	Grd	%	A1 [P]	A2 [P]	%	Q1 [20]	Q2 [20]
Man, Melanie V	90.65	95.00	95.42	95	97.00	A	89.50	90	90	100.00	100	100
in, Joshua M	94.50	95.00	99.47	99	97.00	A	100.00	100	100	100.00	100	100
olo, Sirena	94.15	95.00	99.11	99	97.00	A	100.00	100	100	100.00	100	100
ise, Matthew T	93.75	95.00	98.68	98	97.00	A	100.00	100	100	100.00	100	100
Justin T	93.35	95.00	98.26	98	97.00	A	100.00	100	100	100.00	100	100
ne, Tyler F	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
rr, Ja	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
von, Nathaniel E	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
, Kate A	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
rich, Sinara-Dawn G	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
b, Melissa A	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
erson, Melinda S	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
, Naja	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
er, Jordan A	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
er, Abby	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
ill, Brandon	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100
ris, Alex H	94.85	95.00	99.84	99	97.00	A	100.00	100	100	100.00	100	100

Remember to Click SAVE!



Save Options				
Dibiase, Matthew T Exam 1 [50]				
Hide Grade Totals				
Select a task:				
Task	Pts	Poss	%	Grd
Q1 - Quarter Grade				
Q1 - Final Grade	80.40	95.00	84.63	85
Q2 - Final Grade	94.50	95.00	99.47	99
Q3 - Final Grade	94.15	95.00	99.11	99
Q4 - Final Grade	93.75	95.00	98.68	98
Q1 - Quarter Progress	93.35	95.00	98.26	98
Q2 - Quarter Progress				
Q3 - Quarter Progress				
Q4 - Quarter Progress				

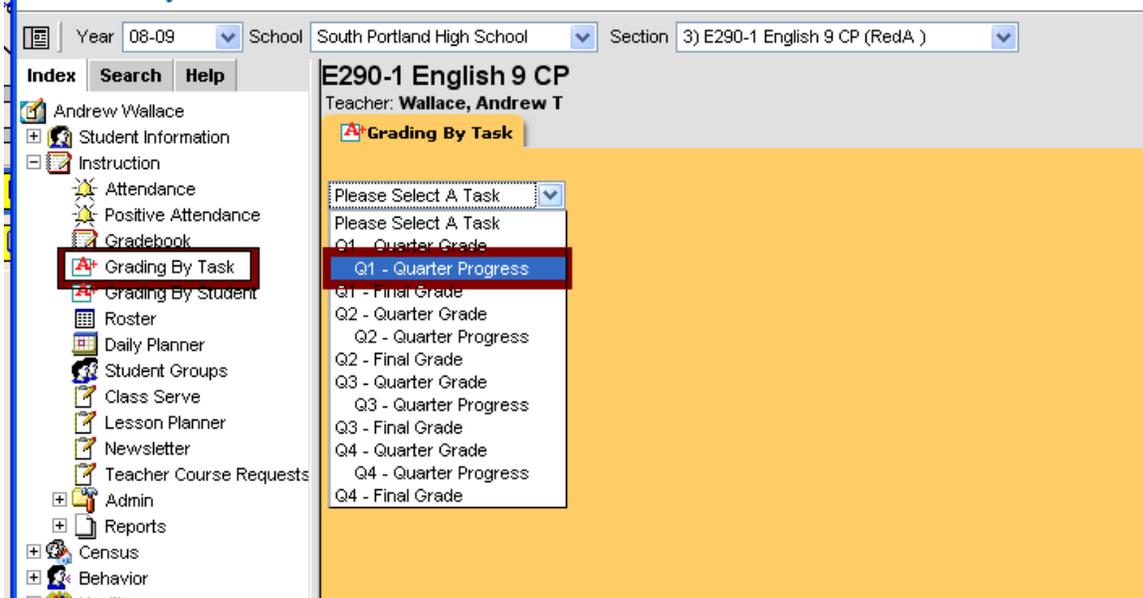
After a moment your grades will have been entered into the progress report. To verify that your grades have been posted to the progress report you can select “Q1 – Quarter Progress” from the task list. If grades are posted in the GREEN-POSTED column, you have been successful.

- ! You are always free to go back and change your gradebook. Just remember to repost to the Q1-Progress Report while the window is open.
- ! You can manually change the Score to be posted in the comment section (though this is not recommended, as it may create expectations with parents and students). It does not affect your gradebook.

PHASE TWO: Adding comments to the Progress Report

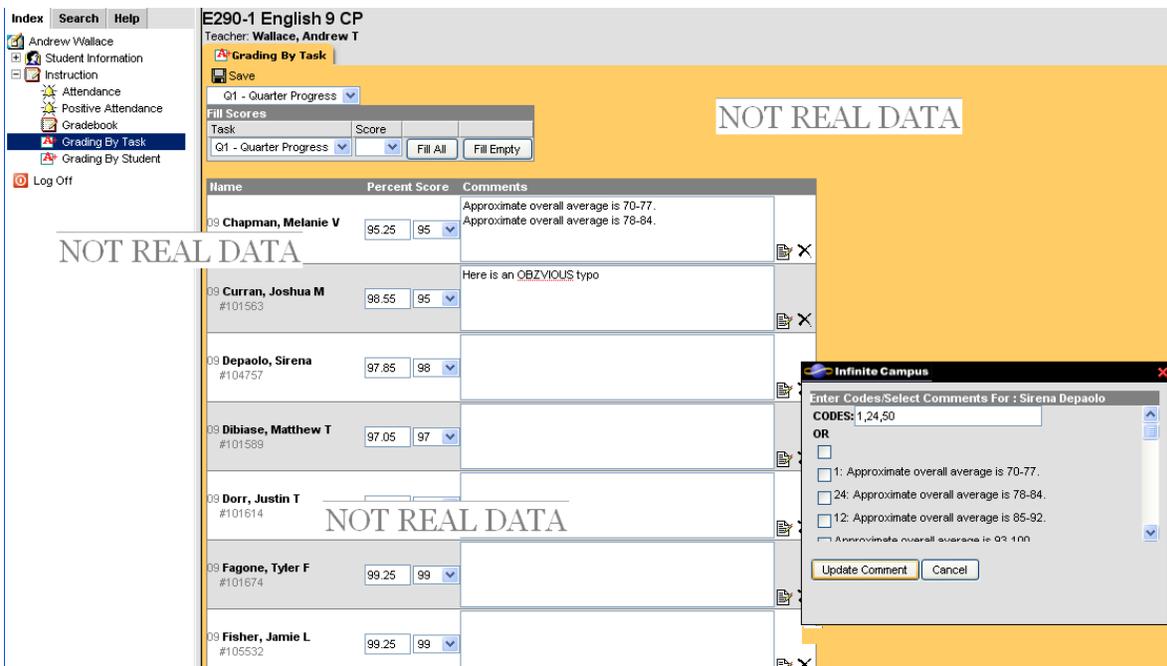
Back on the left click on "Grading By Task."

From the drop down box choose "Q1 – Quarter Progress."



A list of the students with their "running grade" will appear.

In the right hand column you can type any comments you like. Or you can select canned comments by clicking the notebook icon on the far right. This brings up coded comments in alphabetical order. There is a comment "cheat sheet" provided as an appendix to this document. If you know you want to apply comments 24, 44 and 50 you would simply type 24,44,50 in the code field, and click "Update Comment." Or you can click the check boxes next to the comments you desire, and click "Update Comment" when finished. You are able to edit even the canned comments.





Be sure to **spell check** your comments. This can be done by clicking the **control-shift-L** keys together. On most computer obvious spelling errors are underlined in red. Also, it's always a good idea to have a colleague read over hand entered comments, just in case!

Periodically hit the SAVE button.



You do not have to enter all of your comments at once, and can come back to them to change/add/delete as you like while the Progress Report window is open. Just remember that SAVE button.

Remember **SCORE**, not percent, is what will print on the Progress Report.



You can copy cut and paste into comment fields from any word processor. This will save time if you frequently use the same comments.

Please note that progress reports are due by 4:00 on Tuesday, Sept. 30 and must include a grade or grade range and at least two comments.

THAT'S IT! You have completed Progress Reports.

Since this is our first time doing this, you might have suggestions on how to improve this guide. Feel free to email atw@spsd.org so we can update it for Quarter 2 progress reports.

Also we will be in the computer lab right after school on Thursday the 25th, as well as Monday and Tuesday the 29th and 30th to help anyone in need.

Appendix 1 – Comment Cheat Sheet for SPHS 2008 Q1
September, 2008

South Portland High School
INTERIM GRADING COMMENT LIST

Updated on September 24, 2008 based on input from all departments

Comment # Comment Text

Attendance:

- 02 Attendance is acceptable.
- 03 Attendance is a concern.
- 04 Attendance is causing a failing grade.
- 05 Attendance is interfering with work completion.
- 06 Punctuality to class is a problem.
- 07 Student has work to make up due to absences.

Behavior:

- 08 Student is cooperative in class and eager to learn.
- 09 Student is a delight to have in class.
- 10 Student occasionally needs redirecting or is inattentive.
- 11 Classroom behavior is a concern; student disrupts the class or is inattentive.
- 12 Student makes poor use of class time.

Extra Help/Make-up:

- 13 Student returns for make-up or help when needed.
- 15 Student needs to return for make-up.
- 16 Student needs to return for extra help.
- 102 Student needs to access help in the Learning Lab.

Assignments:

- 18 Student needs reminding to pass in work when it is due.
- 19 Student owes assigned work, affecting the grade for the ranking period.

Student Participation:

- 01 Student needs to increase class participation.
- 20 Student frequently participates in class and adds to classroom learning activities.
- 21 Student sometimes participates in class and contributes to learning activities.
- 22 Student rarely participates in class discussion and activities.

Homework:

- 23 Homework is passed in on time.
- 24 Homework quality is exemplary.
- 25 Homework is satisfactory.
- 26 Homework is occasionally late.
- 27 Homework is frequently not done.

Class work:

- 28 Class work quality is exemplary.
- 29 Class work is done in timely manner.
- 30 Class work is satisfactory.
- 31 Class work is occasionally incomplete.
- 32 Class work quality is less than expected.
- 33 Class work is often not completed or passed in.

Missing Assignments:

- 34 Student is missing homework.
- 36 Student is missing test(s)/quizzes.
- 37 Student is missing project(s).
- 38 Student is missing graded work.
- 39 Student is missing major assignment(s).

Achievement and Study Habits:

- 40 Student shows superior ability and understanding of subject matter.
- 41 Student's study skills and habits are exemplary.
- 42 Student has acceptable study skills and habits.
- 43 Student's work habits are uneven.
- 44 Student has shown improvement.
- 45 Student's work has declined.
- 46 Student is making satisfactory progress but could work harder.
- 47 Student is not making satisfactory progress.
- 48 Student is failing; parent should contact teacher and guidance counselor.

Tests:

- 49 Test average is between 100 and 93.
- 50 Test average is between 92 and 85.
- 51 Test average is between 84 and 78.
- 52 Test average is between 77 and 70.
- 53 Test average is failing: below 70.

Quizzes:

- 54 Quiz average is between 100 and 93.
- 55 Quiz average is between 92 and 85.
- 56 Quiz average is between 84 and 78.
- 57 Quiz average is between 77 and 70.
- 58 Quiz average is failing: below 70.

Present Grade:

- 59 Approximate overall average is 93-100.
- 60 Approximate overall average is 85-92.
- 61 Approximate overall average is 78-84.
- 62 Approximate overall average is 70-77.
- 63 Approximate overall average is below 70.

Computer Related:

75 Frequently off task (surfing the Internet, emailing, playing games etc) instead of working on classroom assignments.

Modern Classical Language:

77 Student willing to take risk in target language.

78 Student uses target language frequently.

79 Student occasionally uses target language.

80 Student needs to increase use of target language.

Student Progress:

81 This is a pass/fail course; student is passing.

82 This is pass/fail course; student is failing.

Honors Challenge & Community Service

88 Student has contracted for, and is progressing toward achieving Honors Challenge.

89 Student has contracted for, but is not progressing toward achieving Honors Challenge.

90 Community service hours are current to date.

91 Community service hours partially completed.

92 Student has not submitted any community service hours.

Lab Work:

94 Lab work is less than expected.

95 Lab work is missing.

100 Lab work is often not completed or passed in.

101 Lab work quality is occasionally incomplete.