

South Portland High School Posting Report Cards

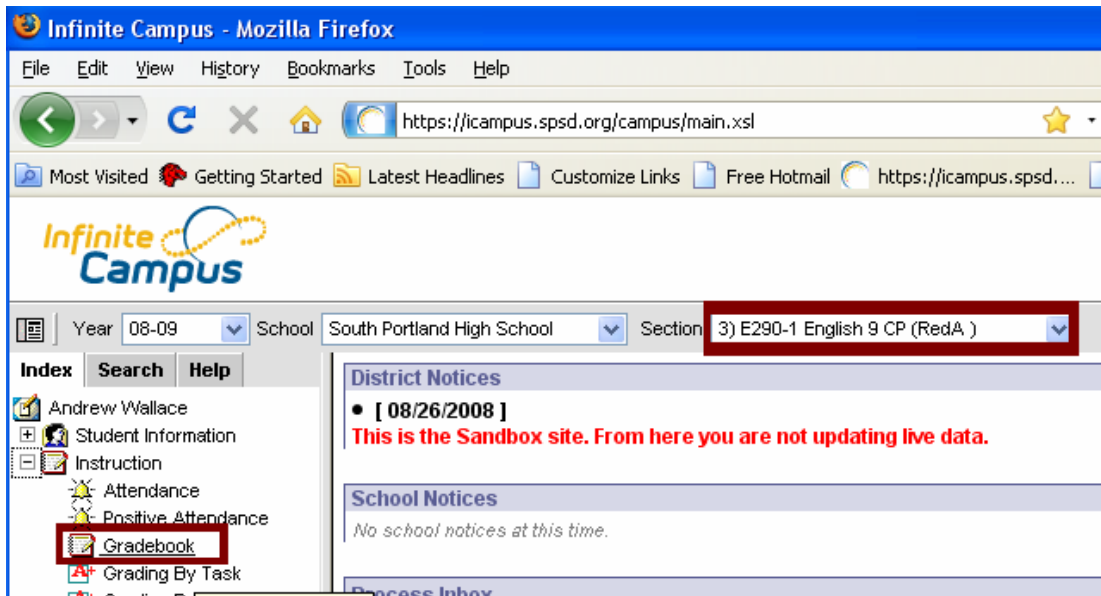
Version 1, October 28, 2008

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 quarter grades.



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

Student	Homework		Quiz		Exam	
	A1 [5]	A2 [5]	Q1 [20]	Q2 [20]	E1 [50]	E2 [50]
09 Chapman, Melanie V	90.65	95.00	95.42	95	97.00	100.00
09 Curran, Joshua M	94.50	95.00	99.47	99	90.00	100.00
09 Depaolo, Sirena	94.15	95.00	99.11	99	83.00	100.00
09 Fagone, Tyler F	94.85	95.00	99.84	99	97.00	100.00
09 Fisher, Jamie L	94.85	95.00	99.84	99	97.00	100.00
10 Gagnon, Nathaniel E	94.85	95.00	99.84	99	97.00	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”

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!

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.

PHASE TWO:

Adding comments to the Report Card (Optional)

Back on the left click on “Grading By Task.”

From the drop down box choose correct Quarter Grades.”

A list of the students with their grades will appear.

Those who don't yet use the gradebook - manually type in quarter grades here. You MUST choose a number from the SCORE column or it will not print on the report card.

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.

The screenshot shows the Infinite Campus interface for E290-1 English 9 CP. The main window displays a table of student grades and comments. A dialog box titled "Enter Codes/Select Comments For : Sirena Depaolo" is open, showing a list of codes and their corresponding comments. The dialog box has a text field for "CODES: 1,24,50" and several checkboxes for selecting comments. The "Update Comment" button is highlighted.

Name	Percent Score	Score	Comments
09 Chapman, Melanie V	95.25	95	Approximate overall average is 70-77. Approximate overall average is 78-84.
09 Curran, Joshua M #101563	98.55	95	Here is an OBZVIOUS typo
09 Depaolo, Sirena #104757	97.85	98	
09 Dibiasi, Matthew T #101589	97.05	97	
09 Dorr, Justin T #101614			
09 Fagone, Tyler F #101674	99.25	99	
09 Fisher, Jamie L #105532	99.25	99	



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.



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

THAT'S IT! You have completed Report Cards.

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 future Report Cards.

Appendix 1 – Comment Cheat Sheet for SPHS 2008-2009
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.