Grade Book (ETT)

July 2011

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Grade Book (ETT)

Overview | Grade Book Components | Grade Book Navigation Tips | Entering Assignment Scores | Entering Task Grades | Posting Grades

Information on this page relates to features released with the Release Pack .1126 (June 2011).

Overview

PATH: *Instruction > Grade Book*

The Campus Grade Book allows teachers to enter student scores for the students in the selected section. As soon as the score is entered and saved, the student's grade calculation is updated so administrators, counselors and parents can see the student's progress. Grades can also be entered through the Managing Assignments, Grading by Task and Grading by Student tools. Assignments must be created before they can be scored.

Additional versions of this page are available:
Grade Book

Campus Administrator Information
Certain items need to be created, edited and/or reviewed prior to a teacher grading a standard or assignment in the Grade Book. The district's Campus Administrator should enter this information. These elements are as follows:

- Assessment Tests
- Score Groups and Rubrics
- Standards Bank
- Course and Course Section

Grade Book Components

On the left side, teachers see the students' names in alphabetical order. The highlighted student is the currently selected student, which means the teacher can enter grades for this student.

In the center portion of the grade book, the yellow columns on the grid are the calculated grades based on assignment scores the teacher has entered. The grades in green are posted scores that have been entered for report card tasks.

On the right side, assignments and points possible appear across the top of the Grade Book under the category with which they are associated.

Save Student Groups Options

Baldwin, Leslie
Workbook 1 [50]

Hide Grade Totals

Select a task:
1 - Term Grade

Student	In Progress Pts	In Progress Poss	In Progress %	In Progress Grd	Posted %	Posted Grd	Chapter 1 %	WB1 [50]	PT [100]	CR [50]	CT [200]
10 Abegg, Ryo	577.00	600.00	96.17	A	96.17	A	98.75	45	85	60	205
10 Aft, Ervin	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baldwin, Leslie	519.00	600.00	86.50	B	88.17	B	86.25	40	85	45	175
10 Barnes, Vernon	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baughman, Dino	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baxter, Dudley	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Billimek, Jarred	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175

Image 1: Grade Book Example

A comment can be added by right-clicking on a student's name or the score field. This comment can be viewed on the Campus Portal and a red arrow appears in the upper corner of the student's name.

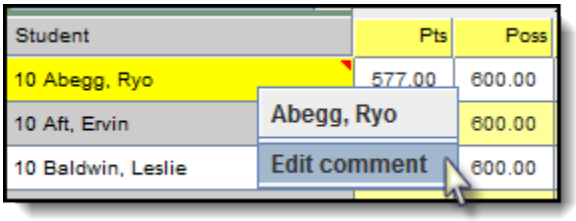

Image 2: Student Comment

As of the E.1118 Release Pack, students added to a course section with an entered start date will appear in green font, according to the Days to Flag Roster Additions System Preference.

Assignments and Scores

On the right side of the grade book view, the assignments and scores display. The assignment category, created in the Assignments tool, is located at the top with assignments underneath. The assignment category names are collapsible. Click anywhere in the category name's cell to toggle the category information.

Because this screen is based on the preferences that are set in the Admin folder of Instruction and information listed in the Assignments tool, it is necessary to have these options set before attempting to add scores.

Scores more than the total points (i.e., bonus points) appear in green text.

Save Student Groups Options

Baldwin, Leslie
Workbook 1 [50]

Hide Grade Totals

Select a task:
1 - Term Grade

Student	In Progress Pts	In Progress Poss	In Progress %	In Progress Grd	Posted %	Posted Grd	Chapter 1 %	Chapter 1 WB1 [50]	Chapter 1 PT [100]	Chapter 1 CR [50]	Chapter 1 CT [200]	Chapter 2 %	Chapter 2 PT [100]	Chapter 2 CT [200]	Chapter 2 WB2 [50]	Chapter 2 CR [50]
10 Abegg, Ryo	577.00	600.00	96.17	A	96.17	A	98.75	45	85	60	205	91.00	80		42	60
10 Aft, Ervin	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175	87.00	80		42	52
10 Baldwin, Leslie	519.00	600.00	86.50	B	88.17	B	86.25	40	85	45	175	87.00	80		42	52
10 Barnes, Vernon	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175	87.00	80		42	52
10 Baughman, Dino	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175	87.00	80		42	52
10 Baxter, Dudley	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175	87.00	80		42	52

Image 3: Assignments and Scores

Context Menu

From the gray score grid, right-click on a student's score entry to view the context menu. The context menu allows the user to choose several options that may affect a student's score, or enter comments about the score.

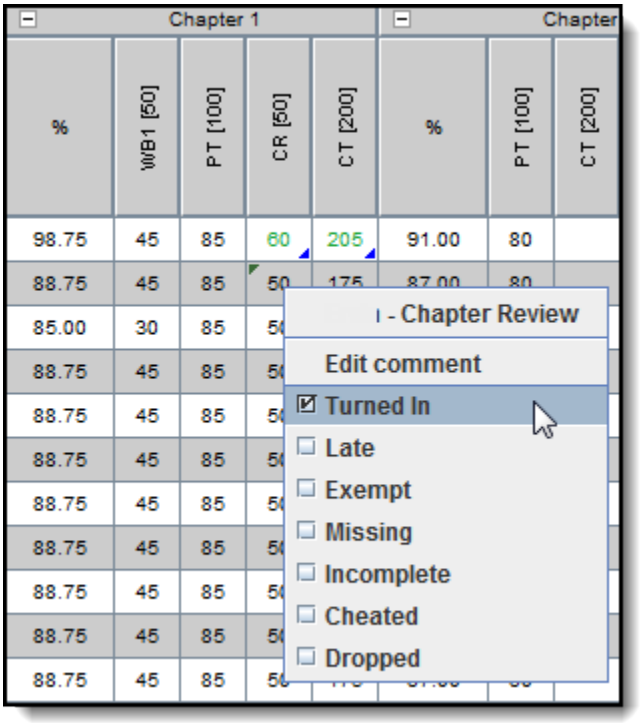

Image 4: Context Menu

Option	Result

Turned In	A green flag displays in the upper left corner. If an assignment is marked as turned in originally, upon the student not turning in the assignment (meaning the Missing checkbox is selected), the Turned In checkbox will automatically be removed.
Late	Score will appear in red.
Exempt	Entry will not affect the student's grade. Score will appear in gray text and no points possible will be listed for that assignment.
Missing	Entry will calculate as a zero. Score will appear with a blue arrow in lower corner indicating a chosen comment. If an assignment is marked as missing originally, upon the student turning in the assignment (meaning the Turned In checkbox is selected), the Missing checkbox will automatically be removed. If an assignment is marked as Missing and the user enters a score, the teacher can decide if the Missing checkbox should be changed to one of the following: • Keep it checked • Uncheck it • Change to Late
Cheated	Entry will calculate as a zero. Score will appear with a blue arrow in the lower corner, indicating a chosen comment.
Dropped	Teachers have the option of dropping the lowest score in an assignment category. If this preference is turned on, the lowest score will be flagged. Scores will appear in gray text and no points possible will be listed for that assignment.
Edit Comments	A teacher can attach a comment to an assignment entry. A red indicator will appear in the upper corner of the cell.

Assignment Options

From the gray grid, right-click on an assignment abbreviation to view the Assignment Options. These options allow users to view the full name of the assignment and quickly update scores.

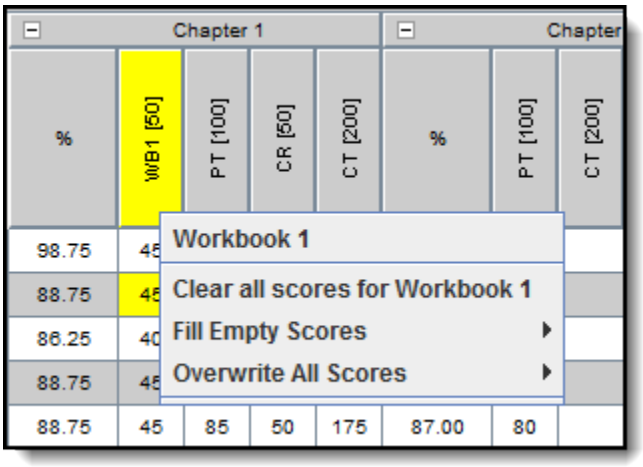

Image 5: Assignment Options

Option	Definition
Clear All Scores	Remove the entered scores and comments from the Grade Book for the selected assignment.
Fill Empty Scores	Add scores for all empty score fields for this assignments using this feature. Select which value should be entered: zero, an entered value (with this value), or the total points possible.
Overwrite All Scores	Change scores all for the assignment using this feature. Select which value to enter: zero, an entered value (with this value) or the total points possible.

Additional preferences and options

Student Groups

The option to display all students or students in established Student Groups is available. When **All Students** is selected, all students in the section display; however, when a previously defined Student Group is selected, only students assigned to that group display and all other students are hidden. This option only displays if there are existing Student Groups.

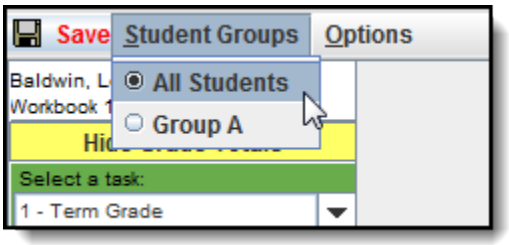

Image 6: Student Groups

Cut Score Color Coding

An option to display cut score color coding is available. This option highlights posted grades in red or green

based on whether the score is considered "passing" according to the Grading Scale.

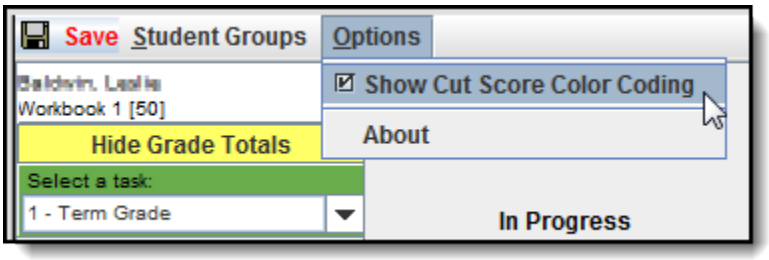

Image 7: Cut Score Color Coding

Hide/Show Grade Totals
To hide the yellow columns of grades in the Grade Book, click the **Hide Grade Totals** option. Clicking the **Show Grade Totals** button to return the Grade Totals columns to the grade book view.

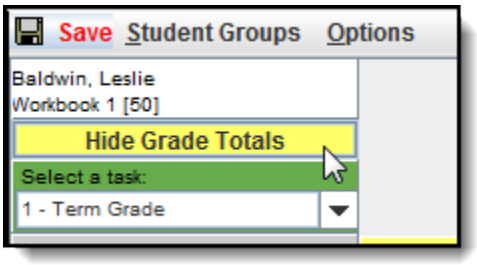

Image 8: Hide/Show Grade Totals

Grade Book Navigation Tips

To ensure all grades are saved every time a score is entered, the Save button is highlighted in red. When a user navigates away from Grade Book, a warning message appears reminding the user to save.

- Once a task has been copied and saved it can also be accessed by clicking on **Grading by Task** or **Grading by Student** under Instruction in the Index.
- Established comments can be entered using the **Canned Comments** button.
- Each section has a default grade book task set. To switch between tasks that may have grades, use the **Select a Task** dropdown list directly above the list of student names.
- To make the assignment score view larger, click the **Hide Grade Totals** button. This will remove the yellow and green score grids (calculated and posted grades) from view. To display that information, click the **Show Grade** button.
- If a grade cannot be posted for a student, verify that the grading task is set to active.
- The row and column of the student (row) and assignment (column) that is being edited will be highlighted.

Entering Assignment Scores

1. Find the **Category** or the **Assignment Name** for which to enter scores.
2. Double-click in the correct row of the student and column of the assignment abbreviation.
3. Type the points the student received. The points entered are saved and the student's total percentage is changed in the yellow columns.
4. When finished, click the **Save** button in the upper left corner. A score will only be saved if the user clicks out of the edited cell. To prevent scores from not saving, click the Save button often. The word Save appears in red text when a change has been made to the scores.

Entering Task Grades

1. Select the **Task** to grade from the **Select a Task** dropdown list. This list is of tasks assigned to the course that is being taught.
2. Select the student for whom to enter scores.
3. In the **Percent** column, enter the percent that is associated with the score. This percent should be the same percent the student received for the assignment scores.
4. In the **Grade** column, click one to see the list of grades that are available for the course.
5. Select the correct grade.
6. When finished, click the **Save** button.

Posting Task Grades

1. Select the appropriate task from the dropdown menu.
2. Place the cursor in the yellow area and right-click.
3. Highlight the task to be scored. The calculated scores in the yellow area will be displayed in the green columns when the task is selected in the main task dropdown.
4. When finished, click the **Save** button in the left corner.

Comments can be entered related to the student's performance on the task by going to Grade by Task or Grade by Student.

Posting Grades

The green area allows the teacher to submit grades quickly (such as term grades or midterm progress marks) from the Grade Book.

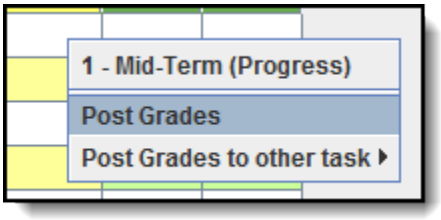

Image 9: Posting Grades

1. Right-click in the green grade totals area.

2. Select **Post Grades** if it is time to submit that mark or select **Post Grades to Other Task** if submitting a progress mark such as midterm or Weekly Eligibility.
3. Click the **Save** button.