

## Grade Book (ETT)

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May 2011



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## Grade Book (ETT)

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

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1122 Release Pack (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.

**i** Additional versions of this page are available:  
Grade Book

#### **w** Campus Administrator Information

Certain items need to be created, edited and/or reviewed prior to a teacher grading a standard in 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 middle, 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 group with which they are associated.

Save Student Groups Options											
Baldwin, Leslie Workbook 1 [50]							Chapter 1				
Hide Grade Totals											
Select a task:											
1 - Term Grade											
Student	In Progress			Posted			%	WB1 [50]	PT [100]	CR [50]	CT [200]
	Pts	Poss	%	Grd	%	Grd					
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	88.25	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. This comment can be viewed on the Campus Portal and a red arrow appears in the upper corner of the student’s name.

Student	Pts	Poss
10 Abegg, Ryo	577.00	600.00
10 Aft, Ervin	Abegg, Ryo	600.00
10 Baldwin, Leslie	Edit comment	600.00

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, 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 group name’s cell to toggle the group 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 assignments.

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

Save Student Groups Options							Chapter 1					Chapter 2					
Baldwin, Leslie Workbook 1 [50]							%	WB1 [50]	PT [100]	CR [50]	CT [200]	%	PT [100]	CT [200]	WB2 [50]	CR [50]	
Hide Grade Totals							In Progress					Posted					
Select a task: 1 - Term Grade							Pts	Poss	%	Grd	%	Grd					
Student																	
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.

Chapter 1					Chapter		
%	WB1 [50]	PT [100]	CR [50]	CT [200]	%	PT [100]	CT [200]
98.75	45	85	60	205	91.00	80	
88.75	45	85	50	175	87.00	80	
85.00	30	85	50				
88.75	45	85	50				
88.75	45	85	50				
88.75	45	85	50				
88.75	45	85	50				
88.75	45	85	50				
88.75	45	85	50				
88.75	45	85	50				

1 - Chapter Review

Edit comment

Turned In

Late

Exempt

Missing

Incomplete

Cheated

Dropped

Image 4: Context Menu

Option	Definition
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<b>Turned In</b>	<p>A green flag displays in the upper left corner.</p> <div style="background-color: #e0ffe0; padding: 10px; margin: 10px 0;"> <p>✔ 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.</p> </div>
<b>Late</b>	<p>Score will appear in red.</p>
<b>Exempt</b>	<p>Entry will not affect the student's grade. Score will appear in gray text and no points possible will be listed for that assignment.</p>
<b>Missing</b>	<p>Entry will calculate as a zero. Score will appear with a blue arrow in lower corner indicating a chosen comment.</p> <div style="background-color: #e0ffe0; padding: 10px; margin: 10px 0;"> <p>✔ 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.</p> </div> <p>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:</p> <ul style="list-style-type: none"> <li>• Keep it checked</li> <li>• Uncheck it</li> <li>• Change to Late</li> </ul>
<b>Cheated</b>	<p>Entry will calculate as a zero. Score will appear with a blue arrow in the lower corner, indicating a chosen comment.</p>
<b>Dropped</b>	<p>Teachers have the option of dropping the lowest score in an assignment category. If this preference is turned on, the score that is the lowest will be flagged. Scores will appear in gray text and no points possible will be listed for that assignment.</p>
<b>Edit Comments</b>	<p>A teacher can attach a comment to an assignment entry. A red indicator will appear in the upper corner of the cell.</p>

### Assignment Options

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

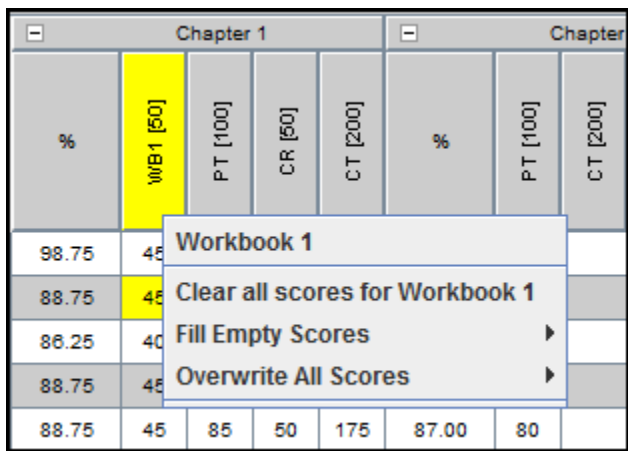


Image 5: Assignment Options

Option	Definition
<b>Clear All Scores</b>	Remove the entered scores and comments from the Grade Book for the selected assignment.
<b>Fill Empty Scores</b>	Add scores all at once to assignments by using this feature. Select which option to use: zero, an entered value (with this value), or the total points possible.
<b>Overwrite All Scores</b>	Change scores all at once by using this feature. Select which options to use: 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 a saved **Student Groups** is available. When **All Students** is selected, all students in the section display; however, when a previously defined **Student Groups** is selected only students assigned to the group display and all other students are hidden. This option only displays if there are existing **Student Groups**.

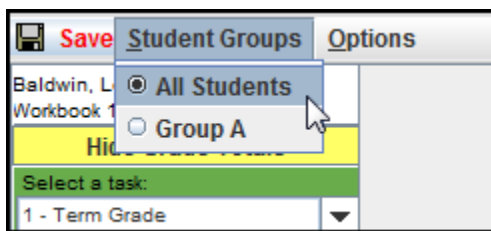


Image 6: Student Groups

### Cut Score Color Coding

An option to display cut score color coding is available. This option highlights posted grades in red and green based on the grading scale and the scores marked as passing.

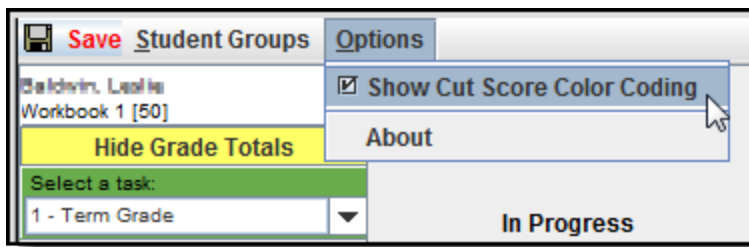


Image 7: Cut Score Color Coding

### Hide/Show Grade Totals

To hide the yellow columns of grades in the Grade Book, click the **Hide Grade Totals** option. At any time these can be displayed again by clicking the **Show Grade Totals** button.

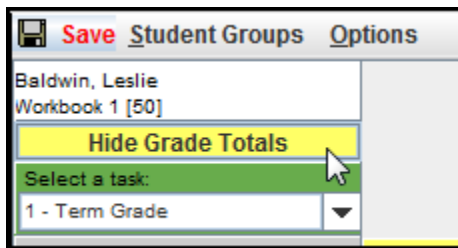



Image 8: Hide/Show Grade Totals

## 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.
- 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 dropdown list feature 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 dropdown list. This list of tasks is 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 for a fast submission of grades (such as term grades or midterm progress marks) from the Grade Book.

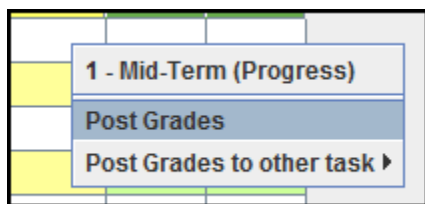


Image 9: Posting Grades

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.