

# Gradebook Manager Training

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2009-2010

## Gradebook Requirements

1. Each assignment must have at least one objective. There should be no assignments without objectives. 2-3 objectives per assignment would be optimal.
2. Elementary Level: Grades are not cumulative. Each quarter will have a clean slate with the exception of Special Areas.
3. High School: Quarter Grades are 40% of the final Grade and the Semester Exams are 20% of the Grade. Final Grades are given at the end of each semester. Each semester classes will have a clean slate.
4. Weighted Grades: Homework should not be worth more than 10% of the grade. Weighting Categories needs to be a building level decision. All Grade Levels should have the same weighted categories per subject area. High Schools will have the same weighted categories per subject area.
5. Gradebooks must be updated by 5 pm every Wednesday.

## Reminders

1. Categories and weights for courses need to be done during first quarter. The reason is that changing the weights and categories mid year will affect previous quarter's grades.
2. Objectives should be attached to the assignment when the assignment is created. This way when the grades are added, they are attached to the objectives at the same time. If the objectives are added after the numerical grade is given, the objectives will have to be scored individually.
3. Attendance must be taken in the 01 Tab.
4. If you have duplicate tabs of courses with the same students, teachers must do their grades in the first tab. They may hide the second tab.
5. Teachers may add to the titles of the courses, but they cannot change the titles, because if the titles are changed in their gradebook, they are also changed on the Parent Viewer and on Gradebook Reports.
6. Username is their teacher number in SASI. They can receive this from the Data Records Technician in the school's front office. The password is left blank the first time. After selecting login, they will be prompted to create a password. The password should be at least 6 characters in length and be alpha-numeric.
7. New teachers will have to add their e-mail addresses to their profiles.
8. Everything that is in the gradebook should be considered viewable by parents.
9. Quick Grades - X = Exempt, Excused and Z = Zero, Student not able to complete assignment.

10. Homerooms should not contain any grades. Homerooms are in the gradebook in order for the teachers to give behavioral grades only on the report card.
11. The weight box in an assignment should remain at 1, 2 or 3. Making the weight 20 multiplies the value of the assignment by 20.
12. Special Area grades will average between the quarters to compute a semester grade for the elementary students.

## Report Card Deadlines

It should be noted that "Import Grades" means the day when all grades must be up-to-date and ready for Pinnacle to store. Once teacher verifications are complete, grades will be clear for distribution.

<b>Elementary</b>	Import Grades	Teacher Verifications Completed
Mid 1 <sup>st</sup> Quarter	9/9/2009	9/10/2009
1 <sup>st</sup> Quarter	10/15/2009	10/16/2009
Mid 2 <sup>nd</sup> Quarter	11/18/2009	11/19/2009
2 <sup>nd</sup> Quarter	12/17/2009	12/18/2009
Mid 3 <sup>rd</sup> Quarter	2/3/2010	2/4/2010
3 <sup>rd</sup> Quarter	3/4/2010	3/5/2010
Mid 4 <sup>th</sup> Quarter	4/14/2010	4/15/2010
4 <sup>th</sup> Quarter	5/18/2010	5/19/2010

<b>High School</b>	Import Grades	Teacher Verifications Completed
Mid 1 <sup>st</sup> Quarter	9/9/2009	9/10/2009
1 <sup>st</sup> Quarter	10/19/2009	10/20/2009
Mid 2 <sup>nd</sup> Quarter	11/18/2009	11/19/2009
2 <sup>nd</sup> Quarter	1/04/2010	1/05/2010
Mid 3 <sup>rd</sup> Quarter	2/3/2010	2/4/2010
3 <sup>rd</sup> Quarter	3/8/2010	3/9/2010
Mid 4 <sup>th</sup> Quarter	4/14/2010	4/15/2010

4 <sup>th</sup> Quarter	5/20/2010	5/21/2010
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### **New in the On-line Gradebook**

1. Component Scoring appeared at the end of last year. (See Doc.)
2. The Issue regarding the high numbers not calculating has been fixed by Excelsior.
3. Second Semester last year we received access to the Student Explorer (see doc.)
4. Assignment Grade History tracks every change made to a grade including comments entered.
  - a. To find the Assignment Grade History, right click within the grade cell for the grade you are researching.
  - b. To revert to a previous record select the previous record and click Save.
  - c. NOTE: Empty comments do NOT overwrite existing comments, so teachers should always check that the final comment is appropriate.