



Mt. Lebanon School District

7 Horsman Drive • Pittsburgh, Pennsylvania 15228-1107 • 412-344-2100

www.mtlsd.org

Elementary Electronic Grading and Report Card - Handbook

Check off each Step as you complete it! Once the final step is completed for each class, you're ready to move on to the next grading period.

Finalizing Grades at Reporting Term End:

Step 1:

Is the appropriate class and reporting term selected?

Step 2:

Is your gradebook accurate and up-to-date?

Step 3:

Understand the Report Card Descriptors and where to find them.

Step 4:

Transfer Final Grades to Report Card Descriptors

Step 5:

Enter Comments for Report Card Descriptors

Step 6:

Entering Scholastic Information for Homeroom Students (Homeroom Teachers only)

Step 7: (Final Step)

Finalize Grades in the Selected Class

Additional Gradebook Setup Information:

Creating a Category

Applying an Assignment to a Category

Objectives and Outcomes:

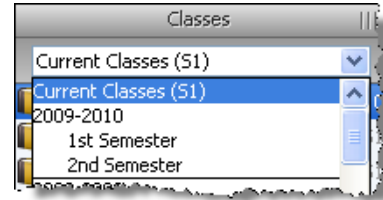
- **Step 1:** Correct class and term for which grades will be marked as finalized should be selected.
- **Step 2:** Remove any erroneous information and apply assignments to the correct term.
- **Step 3:** Review how the Final Grades area of the Gradebook is set up for grade entry
- **Step 4:** Enter calculated final grades for students into the Report Card Descriptors
- **Step 5:** Enter any applicable narrative or Comment Bank comments for student final grades
- **Step 7:** Homeroom Teachers Only – Enter scholastic information for students
- **Step 8:** Finalize grades in each class so that the office can open the electronic report card for parents.



Step 1: Is the appropriate class and reporting term selected?

Note: "Term", for the purposes of this documentation refers to 9-Weeks, Quarter, Semester, or Full Year

Step 1a: Ensure that the correct classes are shown in the *Classes* box. Select either "Current Classes", the current school year, or the specific term where the class is located.

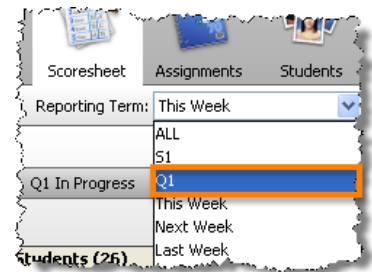


Elementary should see Quarter 1, 2, 3, and 4.

Step 1b: Select the appropriate term for which grades will be viewed.



Note: The message above may appear if a term is selected that has already ended, this is only informational.



Step 2: Is your gradebook accurate and up-to-date?

Ensure that no assignments, codes, comments, or scores exist in the gradebook that are inaccurate. Any sample data entered from prior training events should be removed prior to marking grades as final.

Assignments that are to be included in the finalized grading period should be dated as such. For example, with a quarter that ends on October 27 any assignment with a due date after 10/27 will be included in the next grading period.



Step 3: Understand the Report Card Descriptors

When the Final Grades button is clicked from a class, three separate areas exist:

The screenshot shows a software interface for report cards. On the left is a sidebar with a list of classes for the 2011-2012 school year, including '204 4th Reading'. A red arrow points from this class to the main window. The main window has a top navigation bar with icons for Scoresheet, Assignments, Student Info, Grade Setup, Class Content, and Reports. Below this is a 'Reporting Term' dropdown set to 'Q1' and a 'Mode' dropdown set to 'Final Grades'. A large blue number '3' is placed over the 'Final Grades' button. The main content area is divided into three sections:

- Area 1:** A table with columns for '(Q1) Final Grade', 'Reads with und... Intermediate LTR', 'Reads with u...', 'Understands a... Intermediate LTR', 'Understands...', 'Comprehension Default', and 'Vocabulary (2) Default'. A red box highlights the '(Q1) Final Grade' column.
- Area 2:** The columns for 'Reads with und...', 'Reads with u...', 'Understands a...', and 'Understands...' are highlighted with a green box.
- Area 3:** The 'Comprehension Default' and 'Vocabulary (2) Default' columns are highlighted with a blue box.

 The table lists 16 students with their final grades and scores. A large green number '2' is placed over the descriptor columns, and a large red number '1' is placed over the final grade column.

Students (16)	(Q1) Final Grade	Reads with und... Intermediate LTR	Reads with u... Intermediate LTR	Understands a... Intermediate LTR	Understands... Intermediate LTR	Comprehension Default	Vocabulary (2) Default
Alpern, Marissa	B 85.0% 34/40					B	B
Anderson, Evan	B 82.5% 33/40					B	B
Banze, John	A 90.0% 36/40					A	A
Bickhart, Devan	B 87.5% 35/40					A	B
Bosack, Crawford	B 87.5% 35/40					B	A
Chew, David	B 82.5% 33/40					B	B
Daley, Camden	A 92.5% 37/40					A	A

Area 1:

Shows the single calculated Final Grade for a student. In most cases, this area does not apply to elementary teachers because an elementary teacher typically is assigning more than one Final Grade at the end of a term.

However, this area can be utilized when only a single Report Card Descriptor exists for the class – for example, in Grammar, Vocal Music, and Art. In most cases, the teacher will provide Final Grades based on Category totals which display in Area 3.

Area 2:

Shows the Report Card Descriptors that apply to the selected class. In the picture above, the 4th Grade Reading class is selected and therefore will only have two Report Card Descriptors – “Reads with Understanding” and “Understands and applies word skills correctly.”

This area is used to enter the quarterly grade(s) that a student has earned. In most cases, this grade must be entered by the teacher at the end of a quarter as calculated by Area 3.

Columns in Area 2 designated with a are for student grade comments specific to the associated Report Card Descriptor. Any narrative comment can be entered for a student by double-clicking the empty cell from the associated Report Card Descriptor Comment column.

Area 3:

Shows the Category grade earned for each student as it is calculated by the assignments applied to it. This area, which is only shown if assignments have been applied to Categories, provides the teacher with the students' earned grades for the applicable class Report Card Descriptors. Each grade shown in a Category should be entered in the corresponding Report Card Descriptor. For more information about Category grades, please review “Applying an Assignment to a Category” and “Transfer Final Grades to Report Card Descriptors”



Step 4: Transfer Final Grades to Report Card Descriptors

At the end of a grading term, the Report Card Descriptor grades must be manually entered by the teacher. This allows maximum flexibility for the teacher when entering Report Card Descriptor grades, as in some cases, a student's grade may not perfectly reflect their progress – in those specific cases, the teacher may choose to enter a grade higher or lower than what is calculated for the student.

Note: If a *Citizenship* category is shown, it can be ignored. It does not affect student grades.

Students (16)	(Q1) Final Grade		Reads with und... Intermediate LTR	Reads with u... Intermediate LTR	Understands a... Intermediate LTR	Understands... Intermediate LTR	Comprehension (Default	Vocabulary (2) Default
	Alpern, Marissa	B	85.0% 34/40	B		B		B
Anderson, Evan	B	82.5% 33/40	B		B		B	B
Banze, John	A	90.0% 36/40	A		A		A	A
Bickhart, Devan	B	87.5% 35/40	A		B		A	B
Bosack, Crawford	B	87.5% 35/40	B		A		B	A
Chew, David	B	82.5% 33/40	B		B		B	B
Daley, Camden	A	92.5% 37/40	A		A		A	A

Step 4a: Select the appropriate class for which Report Card Descriptor grades will be entered

Step 4b: Click the **Final Grades** button at the top of the **ScoreSheet** tab

Step 4c: If the selected class has applicable Category grades calculated (Area 3), the teacher must manually enter those grades into each Report Card Descriptor (Area 2).

If the selected class has only one Report Card Descriptor earning a grade, the teacher may choose to enter the Final Grade (Area 1) into the Report Card Descriptor (Area 2) for each student.



Step 5: Enter Comments for Report Card Descriptors

Narrative comments for Report Card Descriptors provide the teacher with an opportunity to supplement the grade earned with additional information. The comments can be manual typed by the teacher or added via the Comment Bank.

Step 5a: Click the **Final Grades** button at the top of the **ScoreSheet** tab

Step 5b: Double-click a **cell** corresponding to the appropriate Comment column and student row.

Step 5c: Enter a comment by typing directly into the Comment area or by selecting from the Comment Bank and clicking the Insert Selected button.

Step 5d: Click OK to save the changes.

NOTE:

Comments can also be filled for an entire class, just use the **Fill Comments** feature.

Fill Final Grade Comments

Fill Final Grade Comments
Specify final grade comments and attributes

Standard: **Reads with understanding - Comment**

Narrative Comment

Code	Comment	Category
P1	Shows respect for others through speech and actions	Personal Inter...
P2	Responds positively to help & correct	Personal Inter...
P3	Respects property of self, school and others	Personal Inter...
T1	Follows Directions	Task-Related ...

Separate Using

Comment:
Kaelon is progressing well and is very attentive in class! 98%

62 of 4000 characters



Step 6: Entering Scholastic Information for Homeroom Students

Scholastic information is entered for each student by the Homeroom teacher, as it was on the printed report card. This information takes the place of the “Characteristics of a Successful Learner”, “Attendance Affecting Progress”, and Form 115 sections of the printed report card.

Rather, this information is entered directly on in the gradebook for display on the electronic report card.

The screenshot shows a gradebook interface with a sidebar on the left listing classes like '2011-2012', '204AM 4th Homeroom', etc. The main area has tabs for 'Scoresheet', 'Assignments', 'Student Info', 'Grade Setup', 'Class Content', and 'Reports'. Below these are 'Reporting Term: Q1' and 'Mode: Assignments | Final Grades | Student View'. A table lists 16 students with columns for '(Q1) Final Grade' and four scholastic categories: 'Attendance Aff...', 'Scholastic Rec...', 'Participation in...', and 'Assignment Ne...'. A red box highlights these four columns.

Students (16)	(Q1) Final Grade	Attendance Aff... YES/NO LTR	Scholastic Rec... YES/NO LTR	Participation in... YES/NO LTR	Assignment Ne... YES/NO LTR
Alpern, Marissa	-- n/a	YES	NO	NO	
Anderson, Evan	-- n/a	NO	NO	NO	
Banze, John	-- n/a	NO	NO	NO	
Bickhart, Devan	-- n/a	NO	NO	NO	
Bosack, Crawford	-- n/a	NO	NO	NO	
Chew, David	-- n/a	NO	NO	NO	
Daley, Camden	-- n/a				

Step 6a: Select the **Homeroom AM** class from the class list in the gradebook.

Step 6b: Click the **Final Grades** button at the top of the **Scoresheet** tab

Step 6c: Fill in the appropriate information as it applies to the students

NOTE:

Characteristics of a Successful Learner are available as a Comment Bank entry. The Homeroom Teacher can choose to place specific comments about the students via the Comment Bank on the Scholastic Record Form 115-P Report Card Descriptor (which is a narrative comment Report Card Descriptor)

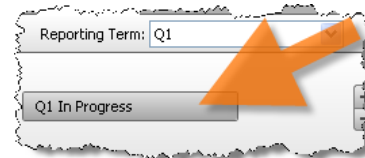


Step 7: Finalize Grades in the Selected Class

Class grades must be marked as finalized at the end of each term. Marking the class grades as final notifies the office that they can make the closing term available to Dashboard parents and students.

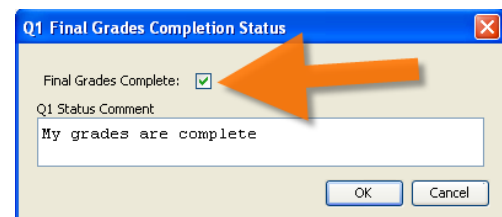
Step 7a: Ensure that the correct term is selected.

Step 7b: Click the button that indicates the term is in Progress



Step 7c: Click the checkbox next to *Final Grades are Complete* and click the **OK** button.

Step 7d: Optionally, a comment can be added to the notification that is only visible to the office.



Step 7e: Once grades are finalized, the button will appear in green.



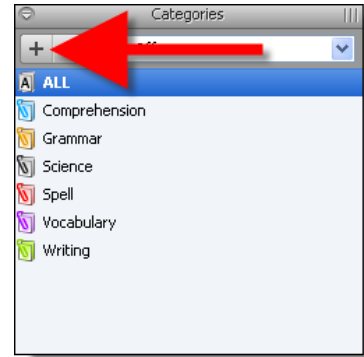
Step 7f: Repeat **Steps 7a – 7e** for the remaining classes in the term that need grades finalized.



Creating a Category

Categories are created by the teacher. This process is usually utilized in classes that have more than one Final Grade earned for each student. The Categories that you create should, in most cases, align with the Report Card Descriptor(s) that you will enter grades for at the end of a term. Categories are not class specific and will show for each class selected.

Step 1: In the lower left corner of the gradebook, click the plus button to add a new Category



Step 2: Enter a Name and Abbreviation that reflects the Report Card Descriptor that each assignment in this Category will apply to.

Create Assignment Category
Specify attributes of the Assignment Category

Name:

Abbreviation:

Color: ▼

Points Possible:

Extra Points:

Score Type: ▼

Include in Final Grade:

Description:

Step 3: Enter any additional information about the Category you would like and click OK.

Step 4: The new Category will now appear in your Category listing and once an assignment has been applied to it, a Final Grade for the newly created Category will appear in Area 3 of the Final Grades button.



Applying an Assignment to a Category

This process allows the teacher to create an assignment and apply it to a Category that then calculates a Final Grade for that Category. The Category Final Grades are displayed in Area 3 of the Final Grades button and will provide a final calculated grade for each Category.

- Step 1:** Select the class for which you would like to create an assignment
- Step 2:** Click the **Scoresheet** tab
- Step 3:** Ensure the appropriate **Reporting Term** has been selected
- Step 4:** Click the plus button above the student list
- Step 5:** Enter an assignment name, select the appropriate Category, enter points possible as well as a Due Date and click the Save button.

The screenshot shows the 'Scoresheet' tab selected in the top navigation bar. Below it, the 'Reporting Term' is set to 'Q1' and the 'Mode' is 'Assignments'. A student list is visible with a plus sign (+) above it. The 'Assignment' form is open, and the 'Category' dropdown menu is set to 'Computes Accurately'. The form fields are: Name: Assignment, Abbreviation: Assignment, Score Type: Points, Points Possible: 10, Extra Points: 0, Max: 10, Date Due: 09/16/2011, and Include in Final Grade: checked. The 'Save' button is highlighted.

The Category will now appear in Area 3 of the **Final Grades** button and can be used to enter Report Card Descriptor grades at the end of the term.

NOTE: Category grades are not shown to parents. The grades are for the teacher only and are used as the calculated Final Grade that is entered by the teacher into each applicable Report Card Descriptor for the selected class. Elementary parents only see the grade that is entered in the Report Card Descriptor.