

Submit Marking Period Grades

Marking Period grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). This process is the same for each marking period, including the final marking period.

Note: This procedure is typically performed by secondary teachers only.

If the grade book has been used, grades can be copied from all assignment grades to a final marking period grade. If the grade book has not been used, grades can be entered manually.

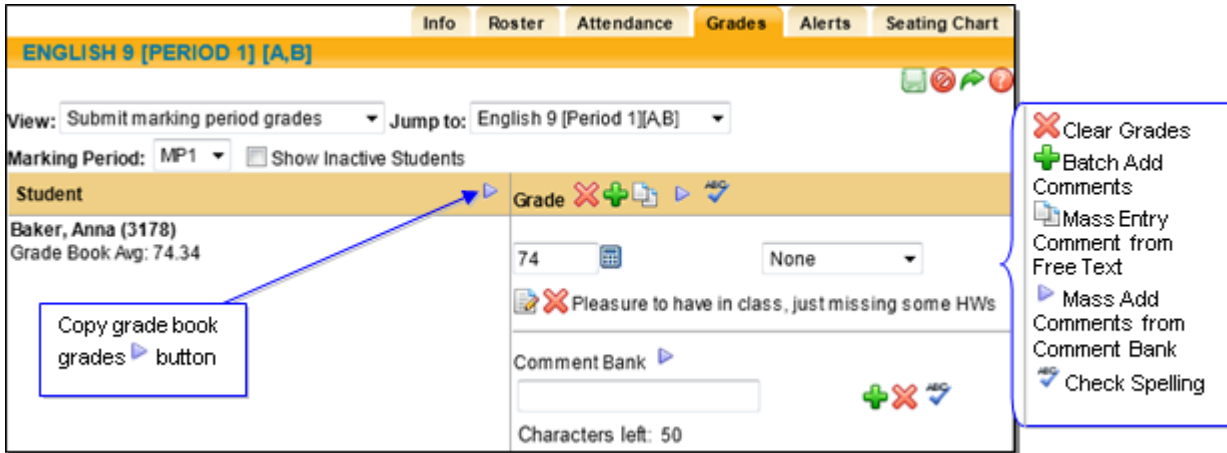
Grades can only be entered during open grading periods. These are controlled by district personnel.

1. From the My Home view, select a course from your course list and access the Grades tab. assuming your grade book has been set up, it will display, along with a list of students and any assignments in the Grade book editor View.
2. From the View drop-down list, select Submit marking period grades.

	Journal 1	Journal 2	Transition HW	12 Men Act 1...	Legal Vocab...	10 Sentences	Assembly
1	100 []	85 []	100 []	65 []	100 []	0 []	85 []
2	100 []	0 []	100 []	88 []	50 []	95 []	0 []
3	100 []	100 []	100 []	90 []	90 []	100 []	100 []
4	100 []	95 []	95 []	90 []	0 []	0 []	0 []
5	100 []	100 []	65 []	70 []	85 []	90 []	0 []
6	67.31 Hams, Brandon	130 []	100 []	100 []	100 []	0 []	85 []
7	94.58 Jenkins, Michael	130 []	100 []	100 []	100 []	100 []	100 []
8	91.51 Lopez, Carolyn	130 []	100 []	100 []	90 []	100 []	80 []

Note: If the marking period is unlocked/open, the view will refresh with a list of students and entry fields for their marking period grades. If the marking period is locked (not open yet or was open and is now closed) the view will refresh with a list of students in read-only mode. If grades had been entered for the marking period before it was locked, they will appear in read-only mode as well. If the marking period is locked, you will not see entry fields.

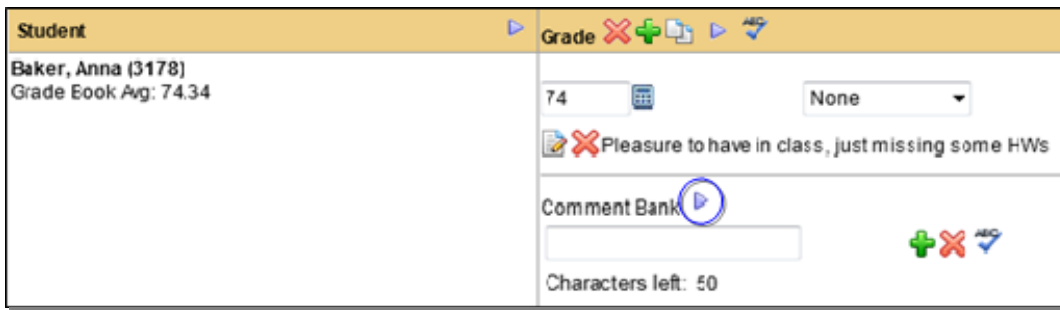
3. Select the marking period for which you are entering grade information from the drop-down list. The default will be the current marking period. Use the "Show Inactive Students" checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (students who dropped, withdrew, or switched from the course during that marking period).
4. Assuming the marking period selected is unlocked, enter the grade information for each student:



- A. If you have been using the grade book, you can copy your grade book average into the marking period grades for each student. In the Grade Book Average column, click once on the Copy grade book grades button to copy the current grade book averages into the grade field. This marking period grade is still editable if you choose to change it.
- B. If you have not been using the grade book, you must manually enter the current alpha or numeric grades for each student.



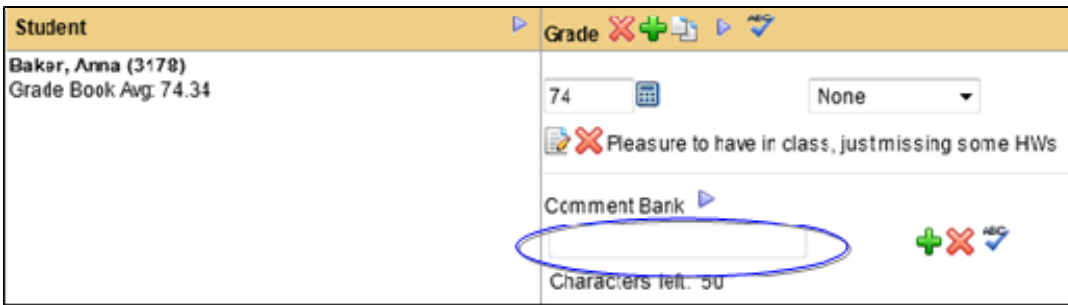
- 6. Add performance-related comments for each student, if desired, using one or more of these methods:
 - A. Add performance-related comments from the Comment bank:
 - B. Selecting the Add comments from comment bank button (next to Comment Bank) will bring up the entire comment bank so you can select multiple comments for that student. Use the check boxes to select one or more comments.



- C. Once you have selected the appropriate comments, click the Save Comments button to save. Continue on for the rest of your class roster.



- D. Add a free-text comment about the student or their performance in the free-text field (this is optional; max number of characters is 50). Type your comment in the free-text field, then click the Add personal comment button to the right of the text box to add the comment to the student's record.



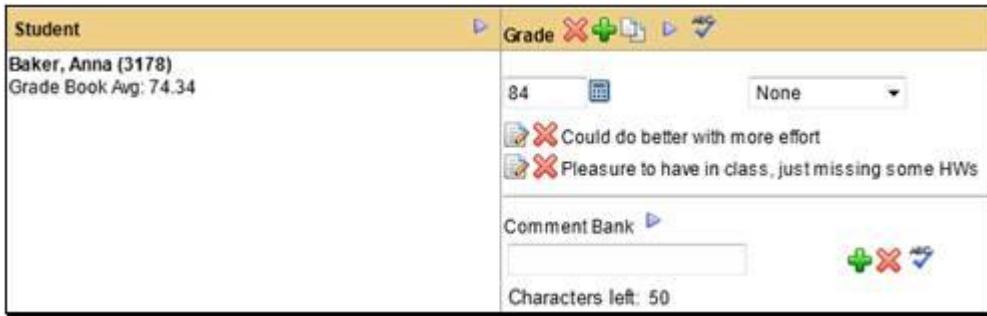
Note: To spell check your free-text comment, click once on the Check Spelling button to the right of the free-text field. You can only check your work BEFORE you have added the comment.

Note: Comments entered here may not appear exactly as they will appear on the report.

- E. Add Comment Bank comments using the free-text field. Users may enter the numeric values associated with comments from the Comment Bank into the free-text field. If you wish to add multiple values at one time separate them with spaces or commas.

Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your schooltool liaison.

- 7. Once you have listed all the numeric values, click once on the Add personal comment button. The Comment Bank comments associated with those values will appear in the Grade column for that student.

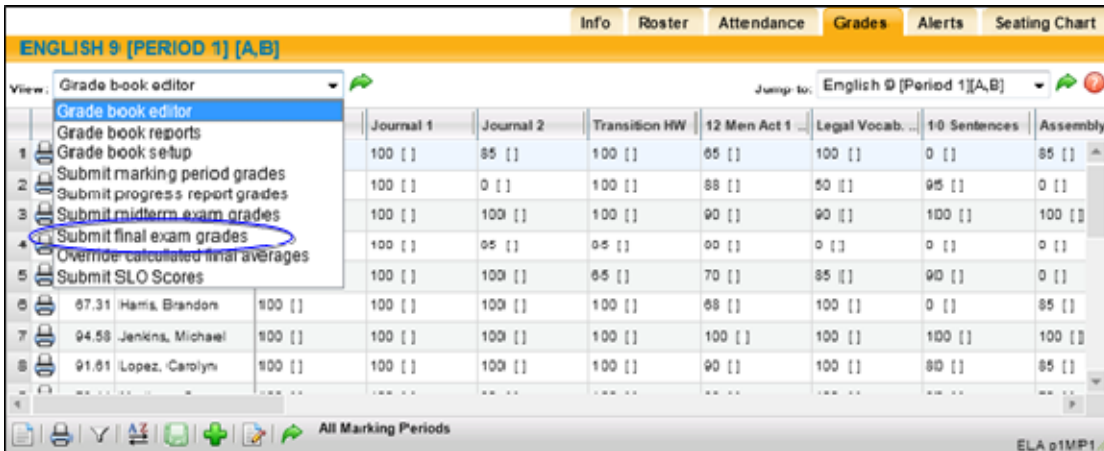


Note: Use the Delete buttons to remove one or more comments.

SUBMIT FINAL EXAM GRADES

Final exam grades are the assessment grades that appear on student report cards when the course has finished. This may be at the end of a semester for a half-year course, or at the end of the year. Final exam grades are not final averages, nor do they replace final averages.

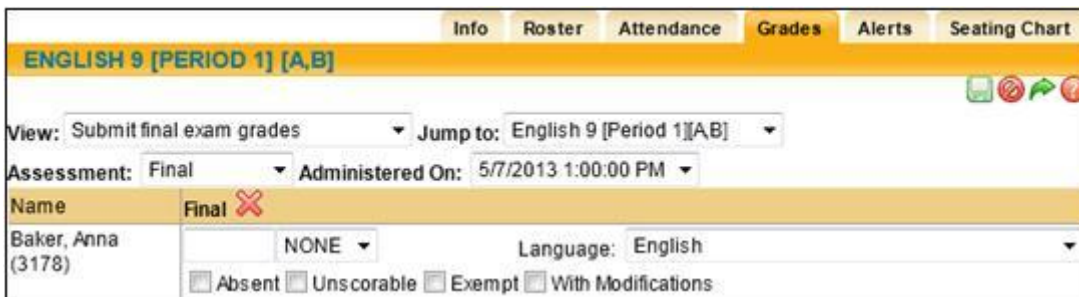
1. Navigate to the Grades tab for the appropriate class.
2. From the View drop-down list, select Submit final exam grades.



The view will refresh with a list of students and entry fields for their final exam grades.

Note: If the Submit final exam grades option does not appear in the drop-down list, then this course has not been set up with a final exam in the Course Catalog.

3. Select the assessment you are entering grades for from the Assessment drop-down list. This list contains all assessments tied to this course. If only one assessment is linked, it will display in the field. If there are multiple finals for this course, select the appropriate assessment from the drop-down field before grading students.



Note: If a Regents exam has been tied to this course, a corresponding Administered On drop-down field will appear. Make sure to select the appropriate date/time from this field before saving grade entries. **If the RIC imports these grades then you will not enter any information in this area for the Final Exam**

4. Enter the grade information for each student:
5. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

Note: The grading scale associated with a final exam is set up and maintained in the Assessments sub-module of the Counseling module.

- A. If assessment notes are enabled for the current school year, teachers will also see a drop-down list where they may select an assessment note for each student as appropriate.

NOTE: Do not check Unscorable, or with Modifications.

7. Select the Language the student took the exam in. English is the default.

8. Repeat these steps for each student in the course.
9. When you have finished grading each student, click the Submit grades button to save your work. There are save buttons at the top and bottom of the screen.

Once grades have been submitted/saved, a confirmation message “Final exam grades have been submitted” will appear.

Note: The final exam can be set up to equal a certain percentage of the final course average.

Note: To verify final exam grades, review the Grades Verification report found in the My Home > Reports tab.

Grade Verification Report									
Mindes HS - High School : 2012-2013									
00049	English/English 9	Section: 2		Period: 2		Johnson, Mary			
Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit term	Mid	Final
Allen, Joshua M 879	25	31					(1.00)		
Bailey, Margaret M 2179	90	80					(1.00)		(82)
Baker, Donna M 102	82	80					(1.00)		(81)
Edwards, Michael D 479	85	72					(1.00)		(78)
Hernandez, Michelle R 95	90	86					(1.00)		(88)
Howard, Jack J 20508	75	37					(1.00)		(56)

NOTE: If on your report there are any grades in () You will have to override the Final Average. See below how to do this.

Override Calculated Final Averages - If the Final Average is in ()

Occasionally, teachers may need to override the final average calculated by schooltool. Final grade calculations are based on formulas set up by the district at the beginning of the school year. If a teacher feels that the calculated grade (which is often based on all marking period grades and any final exam grade(s)) should be changed for a student or students, using this feature allows them to overwrite it. Likewise, if a student has a grade note for a marking period, which means that the final grade should be incomplete, teachers can use the Average Override feature to remove the pre-calculated grade. The report card would then show a blank in the final average area, denoting that this class was incomplete.

Note: This process assumes that final marking period (quarter 4 or semester 2) grades have been entered and saved, and that final exam grades have been submitted.

Note: This process should only be used at the end of the final grading period for a course (i.e. end of the first semester for a half-year course, or end of the year for a full-year course). The average override feature should never be used to log or override a marking period grade.

1. Navigate to the Grades tab for the appropriate class.
2. From the View drop-down list, select Override calculated final averages. The view will refresh with a list of students and their current final averages based on schooltool calculations.

The screenshot shows the 'ENGLISH 9 [PERIOD 1] [A,B]' page with the 'Grades' tab selected. The 'View' dropdown menu is open, and 'Override calculated final averages' is highlighted. The background table shows student data with columns for Journal 1, Journal 2, Transition HW, 12 Men Act 1, Legal Vocab., 10 Sentences, and Assembly.

	Journal 1	Journal 2	Transition HW	12 Men Act 1	Legal Vocab.	10 Sentences	Assembly
1	100 []	85 []	100 []	65 []	100 []	0 []	85 []
2	100 []	0 []	100 []	88 []	50 []	95 []	0 []
3	100 []	100 []	100 []	90 []	90 []	100 []	100 []
4	100 []	85 []	85 []	80 []	0 []	0 []	0 []
5	100 []	100 []	85 []	70 []	85 []	90 []	0 []
6	97.31 Harris, Brandon	100 []	100 []	100 []	99 []	100 []	95 []
7	94.58 Jenkins, Michael	100 []	100 []	100 []	100 []	100 []	100 []
8	91.61 Lopez, Carolyn	100 []	100 []	100 []	90 []	100 []	85 []

3. Locate the student for whom you will override a grade.

The screenshot shows the 'Override calculated final averages' view. The 'View' dropdown is set to 'Override calculated final averages' and the 'Jump to' dropdown is set to 'Geometry[Period 2][1,2,3,4,5,6]'. A warning message states: 'Only selected students will have their grades overridden. Students shown in red have their grade calculations pending.' Below this is a table with columns for 'Name' and 'Average Override'.

Name	Average Override
<input type="checkbox"/> Baker, Anna (3178)	None
<input type="checkbox"/> Boyd, Catherine (1206)	None
<input type="checkbox"/> Butler, Donald (1370)	None

4. Check the box and enter the new grade information for the student:
 - A. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

Note: If you wish to remove a grade so that the final average appears blank on the report card, as in the case where the final grade is incomplete, simply remove the numeric grade (do not type a zero) or choose NONE as the alpha grade and save.

5. Repeat for each student whose final grade must be overridden. When you have finished, click the Submit grades button to save your work. There are save buttons at the top and bottom of the screen.
6. Once grades have been submitted/saved, a confirmation message “Final average overrides have been submitted” will appear.

Note: Any grade entered in this area will appear on the report card as the student’s final grade. To verify final average overrides, run the Grades Verification Report found in your My Home > Reports tab for the final marking period.

Grade Verification Report										
Mindex HS : High School : 2012-2013										
00049	(English)English 9	Section 2	Period 2	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Johnson, Mary
Student Name										
Allen, Joshua M 872				23	31					(1.00)
Baker, Margaret M 3179			80	80						(1.00)
Baker, Donna M 102			82	80						(1.00)
Edwards, Michael D 479			85	72						(1.00)
Hemmelter, Marlene R 91			80	86						(1.00)
Howard, Jack J 22209			75	37						(1.00)