

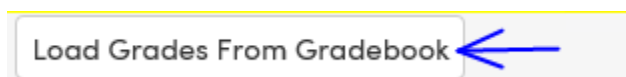
Grade Reporting - Load From Gradebook

Modified on: Fri, Sep 28, 2018 at 5:35 PM

During grade reporting periods, the assignment scores can be calculated from the Gradebook and transferred over to the student's grades. Gradebook assignments must be linked to standards.

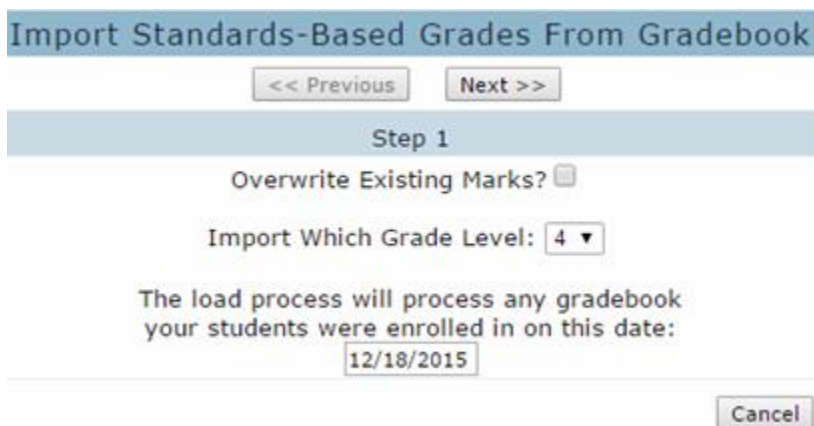
Elementary Non-Rubric Gradebooks

A **Load Grades from Gradebook** link will be available on the **Standards Based Grades** page for elementary schools.



Step 1

The following page will display after clicking on the **Load Grades from Gradebook** link on the Teachers **Standards Based Grades** page.

A screenshot of a dialog box titled "Import Standards-Based Grades From Gradebook". It has a header bar with the title. Below the header are two buttons: "<< Previous" and "Next >>". The main content area is titled "Step 1" and contains the following options: "Overwrite Existing Marks?" with an unchecked checkbox, "Import Which Grade Level:" with a dropdown menu showing "4", and "The load process will process any gradebook your students were enrolled in on this date:" with a date input field showing "12/18/2015". At the bottom right is a "Cancel" button.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 1

Overwrite Existing Marks?

Import Which Grade Level: 4 ▼

The load process will process any gradebook
your students were enrolled in on this date:
12/18/2015

Cancel

Below are the options for **Step 1**.

- **Overwrite Existing Marks** if not selected, only blanks marks will be updated. If loading after marks have been added to the report card, this option must be selected.
- **Import Which Grade Level:** select the grade from the dropdown
- **The load process will process any gradebook your students were enrolled on this date:** date defaults from the Term table

Step 2

Step 2 will display with current gradebooks and gradebooks of other teachers for the students. Select the gradebooks to load. Click the mouse on the **Next** button.

Choose the Gradebook(s) from Which to Load. Rubric Gradebooks must be loaded separately from Non-Rubric Gradebooks. Click on the **Next** button to continue.

| Import Standards-Based Grades From Gradebook | | | |
|--|---|------------|---------|
| << Previous | | Next >> | |
| Step 2 | | | |
| Choose the Gradebook(s) From Which to Load (Rubric Gradebooks must be loaded separately from Non-Rubric Gradebooks) | | | |
| Include? | Gradebook | Is Rubric? | Teacher |
| <input type="checkbox"/> | ELA (Rubric) - Trimester 2 | Yes | Enos |
| <input checked="" type="checkbox"/> | Math - Trimester 2 | No | Enos |
| <input checked="" type="checkbox"/> | Social Studies (Goode's Class) - Trimester 2 | No | Enos |
| <input checked="" type="checkbox"/> | Social Studies (My Class) - Trimester 2 | No | Enos |
| <input type="checkbox"/> | Work Habits / Behavior (Rubric) - Trimester 2 | Yes | Enos |
| <input checked="" type="checkbox"/> | Science (Enos' Class) - Trimester 2 | No | Goode |
| | | | Cancel |

Step 3

Step 3 provides the following options for the Non-Rubric Gradebooks selected on **Step 2**.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 3

Load Grades Using Traditional Grading
(Includes Summative AND Formative Assignments)

Load Grades Using Trend Analysis and/or Average
(Includes ONLY Summative Assignments)

Cancel

- **Load Grades Using Traditional Grading (Includes Summative AND Formative Assignments)** This option loads the averages from the percentage or the average of the score for Rubric gradebooks
- **Load Grades Using Trend Analysis and/or Average (Includes ONLY Summative Assignments)** This option loads Summative only assignments and displays the Minimum, Maximum, Trend and Average scores on **Step 5**. Any of the scores can be selected and loaded into the report card.

Click on the **Next** button to continue.

Step 4

Step 4 will display with **Marks** to be calculated from the Gradebook scores and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button. Each mark used on the report card must be defined.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

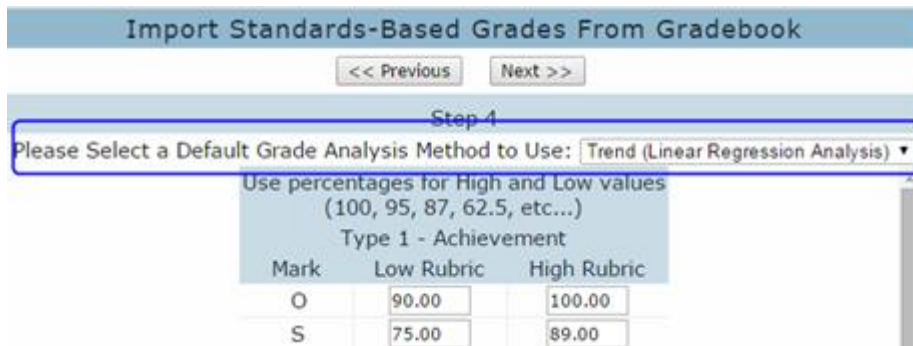
Step 4

Use percentages for High and Low values
(100, 95, 87, 62.5, etc...)

Type 1 - Achievement

| Mark | Low % | High % |
|------|-------|--------|
| O | 90.00 | 100.00 |
| S | 75.00 | 89.00 |
| N | 26.00 | 74.00 |
| U | 0.00 | 25.00 |

Gradebooks loaded with the **Trend Analysis** option on **Step 3** will display the following page for **Step 4**. A dropdown is available to select the **Default Grade Analysis Method to Use**. This option will display the selected method as the default grade but can be changed in **Step 5**.



Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 4

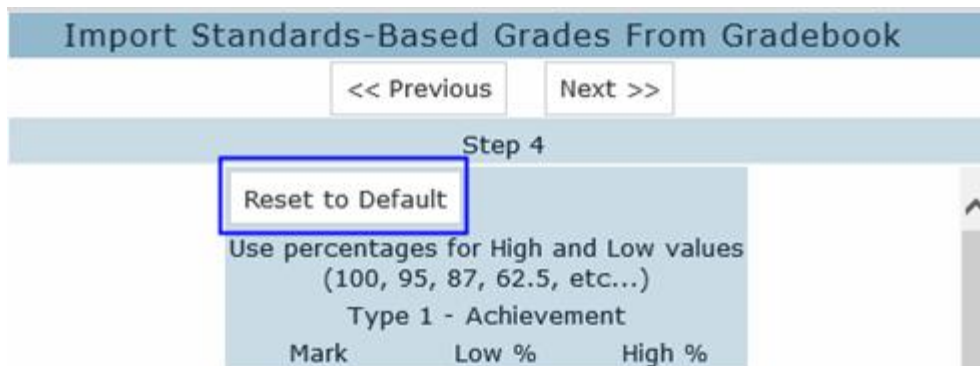
Please Select a Default Grade Analysis Method to Use: Trend (Linear Regression Analysis) ▾

Use percentages for High and Low values
(100, 95, 87, 62.5, etc...)

Type 1 - Achievement

| Mark | Low Rubric | High Rubric |
|------|------------|-------------|
| O | 90.00 | 100.00 |
| S | 75.00 | 89.00 |

This step has a **Reset to Default** button. Clicking on this button will replace the existing range of values with the District defined values.



Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 4

Reset to Default

Use percentages for High and Low values
(100, 95, 87, 62.5, etc...)

Type 1 - Achievement

| Mark | Low % | High % |
|------|-------|--------|
|------|-------|--------|

Step 5

Step 5 will now display the students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Import Grades** button. Below is an example of the **Traditional Grading** option selected on **Step 3**.

| Import Standards-Based Grades From Gradebook | | | | | | |
|--|---|-------------|----------------|---|--------------|--|
| | | | | <input style="border: none;" type="button" value=" << Previous "/> <input style="border: none;" type="button" value=" Import Grades "/> | | |
| Step 5 | | | | | | |
| Results | | | | | | |
| Aadasian, Ruben P. (2) - Grade 2 | | | | | | |
| Standard | Description | | Reading - Year | Overall % | Overall Mark | |
| 1009 | LANGUAGE ARTS | Achievement | 75.00% | 75.00% | S | |
| 1009 | LANGUAGE ARTS | Effort | 75.00% | 75.00% | E | |
| 1010 | Decodes and recognizes words | | 100.00% | 100.00% | 4 | |
| 1011 | Develops vocabulary and concepts | | | | | |
| 1012 | Reads aloud with fluency, accuracy, intonation and expression | | 100.00% | 100.00% | 4 | |

Step 5 with the **Trend Analysis** option selected on **Step 3**, will now display the students with four values available: **Min**, **Max**, **Trend** and **Avg** for each standard linked to a gradebook assignment. The highlighted score is the default from **Step 4**.

| Import Standards-Based Grades From Gradebook | | | | | | |
|--|---|-------------|---------|---|---------|--------|
| | | | | <input style="border: none;" type="button" value=" << Previous "/> <input style="border: none;" type="button" value=" Import Grades "/> | | |
| Step 5 | | | | | | |
| Results | | | | | | |
| Aadasian, Ruben P. (2) - Grade 2 | | | | | | |
| Standard | Description | | Min | Max | Trend | Avg |
| 1009 | LANGUAGE ARTS | Achievement | 50 (N) | 100 (O) | 100 (O) | 75 (S) |
| 1009 | LANGUAGE ARTS | Effort | 50 (N) | 100 (E) | 100 (E) | 75 (E) |
| 1010 | Decodes and recognizes words | | 100 (4) | | | |
| 1011 | Develops vocabulary and concepts | | | | | |
| 1012 | Reads aloud with fluency, accuracy, intonation and expression | | 100 (4) | | | |
| 1013 | Uses prereading strategies | | | | | |

Teachers can select different scores for each student and standard by clicking on the scores displayed. The teacher can select the **Min**, **Max**, **Trend** or **Avg** by clicking on the score. It will now highlight and the grade mark will display. The applicable Mark highlighted will load into the report card.

NOTE: When using the **Trend Analysis** option selected on **Step 1**, ONLY **Summative Assignments** are included in the **Load from Gradebook** process. **Formative Assignments** are excluded.

To update the marks into the **Standards Based Grades (SBG)** table click the mouse on the **Import Grades** button.

Import Standards-Based Grades From Gradebook

Step 5

Results

Aadasian, Ruben P. (2) - Grade 2

The **Standards Based Grades** screen will now display. All marks calculated above for the students will display on this screen.

Aadasian, Ruben P. (2) - Grade 2 (GTE) [Load Grades From Gradebook](#) [View By Standard](#) [View Missing Marks](#)

Comment: Term 1 Comment:
Pleasure to have in class. Ruben continues to be an excellent student.

Character Count: 0
 << Choose a Pre-Worded Comment to Insert >>

Standards-Based Grades - Second Grade (Gate Program)

| Standard | | Grdbk | M1 | M2 | M3 |
|--|-------------|-------|----|----|------------------|
| 1009 LANGUAGE ARTS | Achievement | | 0 | | S - Satisfactory |
| 1009 LANGUAGE ARTS | Effort | | S | | E - Excellent |
| 1010 Decodes and recognizes words | | | 4 | | 4 - Advanced |
| 1011 Develops vocabulary and concepts | | | 3 | | |
| 1012 Reads aloud with fluency, accuracy, intonation and expression | | | 4- | | 4 - Advanced |

Elementary Rubric Gradebooks

Steps 1 through **Step 3** are the same as above. **Step 4** will now display the Overall Mark. The Standard Grade is now calculated using **Trend Analysis** to find the grade on a standard, then averages the "sibling standards" together to determine the grade for the "parent standard". This process is repeated until it reaches the assessed standard.

Import Standards-Based Grades From Gradebook

Step 4

Results

Aadasian, Ruben P. (2) - Grade 2

| Standard | Description | | Overall |
|----------|---|-------------|---------|
| 1009 | LANGUAGE ARTS | Achievement | 4 (O) |
| 1009 | LANGUAGE ARTS | Effort | 4 (E) |
| 1010 | Decodes and recognizes words | | |
| 1011 | Develops vocabulary and concepts | | 4 (4) |
| 1012 | Reads aloud with fluency, accuracy, intonation and expression | | |

To update the marks into the **Standards Based Grades (SBG)** table click the mouse on the **Import Grades** button.

Secondary Gradebooks (GRD)

A **Load Grades from Gradebook** link also will be available on the **Grades** page for secondary schools.

| Period: 1 ▼ | Edit All Records | Load Grades From Gradebook ← | | | | | | |
|----------------------------------|------------------|------------------------------|----------------|---------|---------|---------|---------|------|
| Grades by Teacher/Multiple Marks | | | | | | | | |
| Stu# | Student Name | Grd | Course | 1st Qtr | 1st Sem | 3rd Qtr | 2nd Sem | Cred |
| 156 | Baca, Jason | 12 | IBHstAm2/HEcCv | A | A- | B | A- | 5.00 |
| 318 | TBrown, Gloria | 12 | IBHstAm2/HEcCv | B+ | A | A- | B- | 5.00 |

Step 1

The following screen will display. On **Step 1** click the mouse on the **drop down** and select the period.

Import Grades From Gradebook

<< Previous Next >>

Step 1

Overwrite Existing Marks?

Period: 1 ▼

Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.

- For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.
- For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.

The following notes will display:

Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.

- For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.
- For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.

Click the mouse on the **Next** button to continue.

Step 2

Step 2 will display a dropdown of the teacher's gradebooks. Enter the **Assignment Range** and **% of Overall Mark** for each gradebook you wish to calculate. Click the mouse on the **Next** button.

| Gradebook | Start Date | End Date | Assignment Range | % of Overall Mark |
|---------------------------|------------|-----------|-------------------------|-------------------|
| 1 - IBHstAm2/HEcCv - Fall | 8/4/2015 | 1/30/2016 | 08/04/2015 - 08/28/2016 | 100 |

NOTES:

- A single gradebook can be loaded with multiple assignment or date ranges and different **%s of Overall Mark**
 - EX: loading the Final Test assignment with a different **% of Overall Mark** from the rest of the gradebook
- If loading multiple gradebooks for the same period, load with each **% of Overall Mark** totaling 100.
 - EX: to load 2 separate gradebooks enter 50% in the **% of Overall Mark** field so that the total for both gradebooks equals 100%

Step 3

Step 3 will display with **Marks** to be calculated and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

Import Grades From Gradebook

Step 3

Use percentages for High and Low values
(100, 95, 87, 62.5, etc...)

| Mark | Low % | High % |
|------|------------------------------------|-------------------------------------|
| A+ | <input type="text" value="98.00"/> | <input type="text" value="100.00"/> |
| A | <input type="text" value="93.00"/> | <input type="text" value="97.99"/> |
| A- | <input type="text" value="90.00"/> | <input type="text" value="92.99"/> |
| B+ | <input type="text" value="87.00"/> | <input type="text" value="89.99"/> |

Step 4

Step 4 will now display the students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Import Grades** button.

Import Grades From Gradebook

Step 4

Results

| Stu# | Name | IBHstAm2/HEcCv Pd 1 Fall | Overall % | Mark |
|------|-----------------|-----------------------------|--------------|------|
| 156 | Baca, Jason | 75.99% | 75.99% | C |
| 318 | Brown, Gloria | 80.09% | 80.09% | B- |
| 371 | Calucag, Thais | 71.78% | 71.78% | C- |
| 723 | Elhadary, Brian | 79.36% | 79.36% | C+ |

The **Grades** screen will now display. All marks calculated above for the students will display on this screen.

Secondary Gradebooks - Standards Aligned (GRS)

The **Standards Based Grade Reporting for Secondary Schools** allow schools to define which standards are linked to a course and then identify which of those standards should display on the report card. During the grade reporting period teachers can enter grades for each standard as well as an overall grade for the course. A **Load Grades from Gradebook** process is available to teachers.

Detailed documentation including the setup is included in the link below:

[Secondary Standards Based Grade Reporting](#)

Step 1

For schools using Standard Based Grading in Secondary schools, **Step 1** will display with an additional option to **Load Grades for Standards**:

Import Grades From Gradebook

<< Previous Next >> Cancel

Step 1

Overwrite Existing Marks?

Period: 2 ▼

Load Overall Grade

The load process will load Overall Grade into the Grade table. Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.

- For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.
- For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.

Load Grades for Standards

The load process will load Standard Grade into the Secondary Standards Based Grades table. Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.

- For Rubric Gradebooks - the Standard Grade is calculated using Trend Analysis to find the grade on a standard, then averages the sibling standards together to determine the grade for the parent. This process is repeated until it reaches the accessed standard.
- For Non-Rubric Gradebook - the Standard Grade can be the Minimum, Maximum or Trend score of all the applied scores.

Teachers will need to load for the Overall Grade (GRD) and also for the Standards (GRS).

Step 2

Step 2 will display a dropdown of the teachers gradebooks. Enter the **Assignment Range** and **% of Overall Mark** for each gradebook you wish to calculate. Click the mouse on the **Next** button.

Import Grades From Gradebook

<< Previous Next >> Cancel

Step 2

*Assign the percentage from each gradebook for Overall Mark (Non-Rubric gradebooks only)
You cannot mix Rubric gradebooks and Non-Rubric gradebooks in the same load.*

| Gradebook | Start Date | End Date | Assignment Range | % of Overall Mark |
|------------------------|------------|----------|-------------------------|-------------------|
| 2 - Mod History - Year | 8/12/2015 | 6/2/2016 | 08/12/2015 - 06/02/2016 | Rubric |

Step 3

Step 3 will display with **Marks** to be calculated and loaded for the Secondary Standard Based Report card. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

Import Grades From Gradebook

<< Previous Next >> Cancel

Step 3

Define the range of Rubric Values for Each Mark
(5.0, 4.5, 3.7, 1.9, etc...)

| Standard Mark Type 1 - Progress Toward Standards | | |
|--|-------|--------|
| Mark | Low % | High % |
| 4 | 3.75 | 4.00 |
| 3 | 3.00 | 3.74 |
| 2 | 2.00 | 2.99 |
| 1 | 1.00 | 1.99 |

| Standard Mark Type 4 - Check Mark | | |
|-----------------------------------|-------|--------|
| Mark | Low % | High % |
| X | 0.00 | 4.00 |

| Standard Mark Type 5 - Other Comment Graded 1-5 | | |
|---|-------|--------|
| Mark | Low % | High % |
| 5 | 5.00 | 5.00 |
| 4 | 4.00 | 4.00 |
| 3 | 3.00 | 3.00 |

Step 4

Step 4 will now display the Overall Mark. The Standard Grade is now calculated using **Trend Analysis** to find the grade on a standard, then averages the "sibling standards" together to determine the grade for the "parent standard". This process is repeated until it reaches the assessed standard. To update the marks into grades click the mouse on the **Import Grades** button.

| Import Grades From Gradebook | | | | |
|------------------------------|--------------|------------------------------|-------------------------------|-----------------------------------|
| << Previous | | Import Grades | | Cancel |
| Step 4 | | | | |
| Results | | | | |
| Stu# | Name | 47101 1.1 Study strengths | 47603 6.3 Understand devel | 47702 7.2 Study roles of p 8.5 |
| 8097 | Abbott, Jane | 4.0 | 3.0 | |
| | | 4 #1 1.1 Study strengths/ | 2 #7 AN 7 3 #8 AN 8 | |
| 8026 | Lopez, Randy | 1.0 | 4.0 | |
| | | 1 #1 1.1 Study strengths/ | 4 #7 AN 7 2 #8 AN 8 | |

The **Grades** page will now display marks entered into each standard.

| 2015-2016 Eagle Middle School | | | | | | |
|---|--------------|------------------|---|----------------------------|---------|---------|
| Current Date Range for Grade Posting: 11/04/2015 - 03/01/2016 | | | | | | |
| Period: 2 | | Edit All Records | | Load Grades From Gradebook | | |
| Grades by Teacher/Multiple Marks | | | | | | |
| Stu# | Student Name | Grd | Course | 1st Prg | 1st Trm | 2nd Prg |
| 8097 | Abbott, Jane | 7 | Modern History | | 3 | |
| | | | Edit Standard | 1st Prg | 1st Trm | 2nd Prg |
| | | | 47101 1.1 Study strengths /contributions of Rome; intern... | | 4 | |
| | | | 47603 6.3 Understand development of feudalism and its ef... | | 3 | |

The report card will pull the data from the **Secondary Standards Based Grades (GRS)** table. Below is an example of the report card.

Eagle Middle School
 1000 Eagle Drive
 Eagle Point, CA 92888
 (999) 123-4566
 Tomas Smith, Principal

Eagle District
 1st Trimester Progress Report

M/M JOHN DOE
 RE: JANE ABBOTT
 123 EAGLE POINT WAY
 EAGLE POINT, CA 92888

| Proficiency Levels | Scholarship Marks | Citizenship/Work-Habits Marks |
|--|---|--|
| 4 = Exceeds Standard 3 = Meets Standard 2 = Approaching Standard 1 = Below Standard | 4 = Exceeds Standards 3 = Meets Standard 2 = Approaching Standard 1 = Below Standard | N = Needs Improvement O = Outstanding S = Satisfactory U = Unsatisfactory |

Student: **Jane Angel Abbott**

ID: **57220**

Grade: **7**

| | | 1st Tri |
|---|----------------------------------|------------|
| Mod History | Sanders | 3 |
| 1.1 Study strengths /contributions of Rome; internal weaknesses | | 4 |
| 6.3 Understand development of feudalism and its effects | | 3 |
| Comments: Doing excellent work Has a good attitude | Work Habits: O Citizenship: S | |
| Mod Science | Maciel | |
| 3a Know atomic structure/composition | | 1 |