ARDSLEY SCHOOL DISTRICT

Online Gradebook Guide

BACKGROUND:

The Ardsley School District Mission Statement mentions the “cultivation” of learners. A successful life-long learner must develop the ability to access feedback on their academic progress, understand that feedback, and reflect on how their own learning process may need to be adjusted to maximize progress. Providing secondary (middle and high school) students with the ability to regularly review their grades online throughout the school year will open opportunities for practice in self-reflection and analysis utilizing true indicators of their own academic progress.

The overriding purpose of the open online gradebook will be to ensure, to the extent possible, that Ardsley students are at the center of the learning process. Provided with information and regular updates regarding academic progress, Ardsley’s middle and high school students will bear responsibility for knowing their grades, discussing them with family members, and engaging in conversations with teachers.

In today’s digital age, integrating technology into education is essential for enhancing the learning experience. The online gradebook is a commonly used technological tool. Benefits include streamlined grading, as well as enhanced communication between teachers and students, and students and parents.

Online gradebooks also provide teachers with a convenient platform to keep track of grades, assignments, and to give feedback to students. Parents’ ability to stay updated on their child’s academic progress is also enhanced.

REMINDERS:

- The online eSchool gradebook will be open for all middle and high school students and parents (grades 5-12) on the eSchoolData Portal commencing SEPTEMBER 10th.
- The online gradebook will be available at all times to students and parents with the exception of 7:00am - 3:00pm on school days. The portal will be made inaccessible to parents and students during the school day.
- Teachers will be able to access the online gradebook at all times, even during the school day.
- Since grades will be accessible to parents through the online gradebook on an ongoing basis, there will be no mid-marking period progress reports provided. Parents and students always have the option to reach out to their child’s teacher(s) if there are questions about a student’s overall academic performance in a class.

CONSIDERATIONS FOR GRADE POSTING:

- Many secondary teachers are responsible for assessing over 100 students, and due to usual absences and delays, it takes time to properly evaluate assessments and post feedback.
- It should be expected that once an assessment is turned in, it will take multiple days before grades for that assessment are posted online.

- Students and parents can expect that the online gradebook will be updated regularly, and in as timely a manner as possible. Administrators will be doing regular random checks to be sure the gradebooks are being updated.
- Assessment practice, class size, and content taught varies from teacher to teacher and may impact the timing of grade posting.
- There are often fewer grades posted in the first two weeks of a marking period as the teachers begin new units of instruction. Please do not be concerned if there are not many grades posted in the first two weeks of a marking period. More are likely to be posted as the marking period progresses.
- When there are fewer grades posted, each grade has a higher impact on the average grade. As more grades are entered, averages will be more accurate and reflective of student progress.

GUIDELINES FOR ONLINE GRADEBOOK INQUIRIES:

- Students should always be at the center of the academic feedback process (see background above). Access to an online gradebook should give students optimal chances to self-monitor and self-advocate.
- If there are questions about specific grades, students must approach their teachers for clarification before any other individual has contact with the teacher about that grade. Teachers will not engage in conversation or email about individual grades with parents until after the student has approached the teacher and provided an opportunity for the teacher to discuss a grade with the student directly.
- Parents are encouraged to sit down periodically with their child to review the information in the portal. Clarification points and questions should be the center of the discussion between the parent and the student.
- Although the online grade book provides increased visibility to a student's grades for parents and students, the student should be the first point of information and understanding for their parents.

INSTRUCTIONS TO PARENTS FOR ACCESSING THE ONLINE GRADEBOOK:

- Log into the eSchoolData Parent Portal by going to the PARENT PORTAL ONLINE
- Enter your user name and password (You can register or retrieve password from the log-in page).
- Once logged in select the Gradebook Tab.
- Your child's classes will be listed on the left side of the screen.
- Select the individual class to view assignments and grades.