
Skills-Based Gradebook


The Gradebook within WebSmart has been updated to include Skills-Based Grading.

Policy

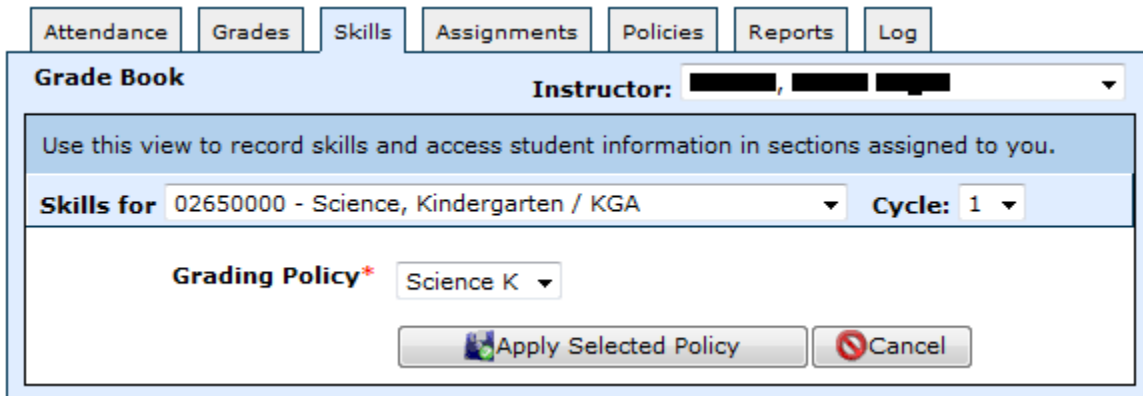
Students > Grades > Gradebook

The Gradebook cannot be used for any type of grading until the district defined policy is applied. This can be done from the Grades, Skills, or Assignments tab within Gradebook. Only one Policy will be available for a course.

To apply the policy:

- Locate the course section in the drop list. This can be done on the following screens: Grades, Skills, and Assignments.
- Set the Cycle
- The applicable policy should default in the Grading Policy drop list
- Click 

This only needs to be done once per term and course section.



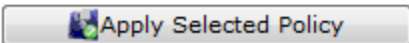
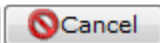
Attendance Grades Skills Assignments Policies Reports Log

Grade Book Instructor: [Redacted]

Use this view to record skills and access student information in sections assigned to you.

Skills for 02650000 - Science, Kindergarten / KGA Cycle: 1

Grading Policy* Science K



Skills

Students > Grades > Gradebook




Skills can only be coded after the district defined policy is applied. The skills are defined by the district/campus for the courses and cannot be altered by the teacher.

The District can define a Skill as “Cumulative.” This means once a skill is evaluated, future cycles inherit that evaluation. This inheriting is confined to the same term; therefore, a skill evaluated in the first term will need to be reentered for the second term.

To enter/edit grades by Skill:

- Locate the course section in the drop list.
- Click the  for the Skill
- Use the drop lists to assign the score
- Click  to save the entries

To enter/edit grades by Student:

- Locate the course section in the drop list
- Click on the student’s average field which will direct to a new screen
- Click on  **Edit Grades**
- Use the drop lists to assign scores to the skills
- Click  **Save** to retain all changes made
- Use the **Detail for** drop list to change between students in the same course
- Use  **Return to Roster** or click on the Grades tab to return to the main grade screen

Assignments

Students > Grades > Gradebook


Assignments can be entered only after a policy is applied and only if allowed by the grading policy.


Types of Assignments:


- *Regular* – these average in the traditional manner and are weighted by the category associated
- *Extra Credit*:
 - Type 1 (Add to Category) – adds points to a category during the averaging process

- Type 2 (Assignment) – functions as a regular assignment but is only visible in Parent Portal when a grade is entered, otherwise they have no impact on the student and remain invisible to parents

To Add an Assignment:

- Use the **Assignments for** drop menu to select the course section
- Use the **Cycle** drop menu to select the report card period in which the assignment grade will be averaged. This determines the possible Due Dates available.
- Click **+ Add Assignments**
- **Name*** – define the assignment name, this is visible to parents in Parent Portal
- **Description** – this is an optional field to allow additional information to be entered for the assignment
- **Assignment Date** – this is an optional field to allow the tracking of time allotted for the assignment by defining its “start” date
- **Due Date*** – this is required and defines the report card period in which the assignment grade will be averaged. If the due date is not available in the drop list, click  and change the Cycle on the Assignment tab.
- **Default Grade** – this is optional and is used to have the system enter the same grade for all students which can be changed on students if needed
- **Grading Category*** – use the drop menu to select the category. A grading category has a defined percentage weight which impacts how the grades are averaged.
- **Assignment Type*** – this is used to define if an assignment should be handled as a *Regular* or *Extra Credit* assignment.
 - **Regular** – these are visible on all students via Parent Portal
 - **Extra Credit** – see Extra Credit Type below
- **Weight*** – this setting is visible when the Assignment Type is set to Regular assignment. This will default to 1 and can be changed using the drop menu. This determines the number of times a grade is used in the averaging calculation.
- **Extra Credit Type*** – this setting is visible when the Assignment Type is set to Extra Credit. This defines what type of Extra Credit assignment is created:
 - **Add To Category** – this is treated as POINTS added to the category selected
 - **Assignment** – this is treated and graded as a regular assignment but is only reported on students who receive a grade for the assignment

- **Copy To Other Sections** – the check box(es) allow the assignment being created, to be created in the other selected section(s). This is only available when adding the assignment. This looks at courses that share the same Policy. If the Skills-Based grading policy only covers one course, this will not be visible.
 - *All* – this will copy to every section using this policy
 - *Course* – this will copy to every section that is the same course
 - *Individual* – this prevents the system from copying to other sections
 - *Custom* – use the check boxes to select the specific sections
- Click 

* No assignment can be deleted if it contains grades. To delete an assignment, first remove any grades from the Grades screen, then use the  to remove the assignment. It will give you a pop-up to ask if you are sure, click OK. *

Regular assignment:

Attendance
Grades
Skills
Assignments
Policies
Reports
Log


Grade Book
Instructor: XXXXXXXXXX, XXXXXXXXXX XXXXXXXXXX

Use this view to create assignments

Assignment Details for 02630001 - English Language Arts, Kindergarten / KGA Cycle 1

Name*

Description

Assignment Date 

Due Date*

Default Grade *Default value in Grade Book - not scored until saved!*

Grading Category*

Assignment Type*

Weight* *Refers to the weight of this assignment relative to other assignments*

Grades

Students > Grades > Gradebook

After entering assignments (if allowed by the grading policy), grades can be entered. Select the Grades tab. Assignments will be organized in reverse chronological order, thus placing the newest assignments towards the left of the list. There are internal scrolls that allow the teacher to scroll through assignments or the list of students. If the course is setup to have a Term Exam and/or Extra Credit, these will be visible in the list of assignments on the Grades screen without additional entry required (for more on Term Exam and Extra Credit, see the Policy section).

These grades are not calculated with Skills grades. These are an independent score for the course in general.



The screenshot shows the Grade Book interface with the following elements:

- Navigation Tabs:** Attendance, Grades, Assignments, Policies, Reports.
- Grade Book Header:** Instructor: [Redacted] 3
- Course Information:** Grades for 02640020 - Mathematics, grade 2 / 02-New 1 Cycle: 2 2
- Table:**




Student	Section	Assignment	FA 8 Homework/Cla. 10/10/2012 5	44B Homework/Cla. 10/8/2012 10	Cycle Extra Credit	TERM Exam Grade
[Redacted] 7	02	*pending* 8 9			0	
[Redacted]	02	*pending*	100	100	0	
[Redacted]	02	*pending*	100	100	0	
[Redacted]	02	*pending*	96	93	0	
[Redacted]	02	*pending*	100	100	0	
[Redacted]	02	*pending*	100	100	0	
[Redacted]	02	*pending*	100	100	0	14
[Redacted]	02	*pending*	100	100	0	
- Footer:** Rollup Grades 11, Valid Inputs: Numeric Values / D / I 12, 13 Submit Grades / Lock Cycle

1. Course Section drop list – this will show the sections assigned to the teacher
2. Cycle drop list – this refers to the report card period and is used to switch cycles
3. Instructor drop list – this lists the teacher of record
4. Message field – this is used for various system messages including: Student Count and the timestamp of grade submission
5. Assignment list – this includes all regular and extra credit assignments. These are created on the assignment tab.
6. Cycle Extra Credit and TERM Exam Grade – these are defined on the Policy. If they are left blank, they will not appear on the screen. They will always be in the far right of the


assignment list. The Cycle Extra Credit (is defined) will be on each cycle's grade screen. The TERM Exam Grade will be on the grade screen for the that last cycle of the term, only.



7. Student Name field – the list of students scheduled into the section. Clicking on the name brings up the Details screen for the selected student, including contact and scheduling information.
8. Average field – this will display *pending* when grades are first entered. When grades are “rolled-up,” this will display the current average for the cycle and term. Example: 85/87
9. Icon field – this will show a lock when grades are submitted, when the cycle is locked, and when the grade is being overwritten to indicate that the Average field will not change
10. Grades field – this is where all grades are entered. To enter/edit grades, the  is clicked for the desired assignment. Grades must be saved using the , or nothing will be retained.
11. Roll-Up Grades button – this causes the system to recalculate all student averages when no locks are present
12. Valid Inputs – this is a quick reference for the valid characters that can be entered: Numeric, Grading Scheme characters, and/or Modifiers
13. Submit Grades / Lock Cycle – this is used to submit grades at Report Card time to indicate to the office that data entry is complete.
14. Internal Scroll Bars – these allow the scrolling of assignments or students while locking the other portion of the screen

To enter/edit grades by assignment:


- Click the  under the assignment title
- Enter the grades into the text boxes. If a default grade was entered on the assignment, this will now populate for you. You can Tab or use the Enter key to drop to the next student. You should notice the active row will be highlighted to indicate easily which student you are working on.
- Click the  to Save and retain the grade changes -or- click the  to Cancel and no grades for the assignment will be altered.

To enter/edit grades by student:


- Click on the student's average field which will direct to a new screen
- Click  **Edit Grades**, various editable fields will appear
 - **Term Grade Details**
 - **Exam Grade** – this is used to edit the Term Exam
 - **Extra Credit** – this field is used to define extra credit *points* added to the cycle average. Ex: Cycle Average (85) + Extra Credit (2) = New Cycle Average (87)
 - **Grade** – use the drop list to define the average using a Grade Modifier
 - **Cycle Grade Details**
 - **Transfer Grade** – this defines how the system will handle transferred grade information, if applicable
 - Drop List – use to define the percentage represented by the Transfer

-
- Text Box – enter the Transfer Grade
 - **Comment** – this will display the district’s defined report card comments
 - **Citizenship** – this is used to report behavior on report cards (typically the ESNU system is used). If a default Citizenship grade is entered via the Policy, this will be defaulted and this screen used to change the value. There is a 4 character maximum.
 - **Extra Credit** – this field is used to define extra credit *points* added to the cycle average. Ex: Cycle Average (85) + Extra Credit (2) = New Cycle Average (87)
 - **Grade** – use the drop list to define the average using a Grade Modifier
 - **Assignment Grades** – all assignments can be edited for the Cycle from this screen.
 - **Grade** – this is the equivalent to the grade on the main grade screen
 - **History** – this will track all grade entries and edits for the assignment. This is only visible on this screen and can be edited if needed. It will update as grades are changed in the standard grade field.
 - **Comments** – this field allows for comments to be recorded for an assignment. These are visible in Parent Portal.
 - Click  to retain all changes made
 - Use the **Detail for** drop list to change between students in the same course
 - Use  **Return to Roster** or click on the Grades tab to return to the main grade screen

Access Student Specific Screen (non-grades):

- Click on the Student’s name from the list
- This will provide contact and schedule information pertaining to the selected student
- Use the **Detail for** drop list to change between students in the same course
- Use  **Return to Roster** or click on the Grades tab to return to the main grade screen

Important items of interest:


- When new grades are entered (by assignment), the average column will display **pending** until the grades are rolled-up either by the teacher using the Roll-Up Grades button or by automation. When grades are entered by student, this will automatically roll-up that student.
- The grade average field now displays the current Cycle grade and the current Term grade. It will be displayed Cycle/Term and as grades are rolled-up, both will update accordingly, example: 78/85.
- Since the grade average field displays both the Cycle and Term averages, if either are blank, you will see ****** for that student. Cycle grade missing ****/85**, both missing ****/****
- When a grade is considered to be “failing,” it will be displayed in **red**.
- If drops are used, any dropped grades will be displayed with a strike through line, example: ~~65~~.
- The system will display the **Valid Inputs** across the bottom of the screen.
- **No assignment can be deleted if it contains grades. To delete an assignment, first remove any grades from the Grades screen, then use the  to remove the assignment. It will give you a pop-up to ask if you are sure, click OK.**

Attendance

[Students](#) > [Grades](#) > [Gradebook](#)

Attendance posted through Gradebook, must be done during the same day. If attendance needs to be corrected, either for the current day or a past day, it must be handled by the office. Teachers will have access only to code a student Present, Tardy, or Absent; all other attendance coding must be done by the office.

To post attendance:

- Select the course from the **Attendance for** drop list
- All students default to Present. Use the **Attendance Coding** drop list to select Tardy or Absent appropriately.
- Click  **Submit Attendance** to finalize. Once this is done, no attendance posted can be changed by the teacher. The office must be notified to make any necessary corrections. The system will track the user ID and timestamp associated with this step for audit purposes.


Example before Submitting Attendance:

AttendanceGradesAssignmentsPolicies

Grade Book Instructor: [REDACTED]

Use this view to record attendance for courses in session today, **9/10/2012**. If a roll has already been submitted, you will see the date, time and ID of the user who submitted it on the right. Otherwise, you will be able to submit the roll by click the "Submit Attendance" button.

Attendance for 9402 - MUS1BAND / 03

 Submit Attendance

Attendance Coding	Student	Office Notes / Comments
Present	[REDACTED]	
Present but Tardy	[REDACTED]	
Absent	[REDACTED]	
Present	[REDACTED]	
Present	[REDACTED]	
Present	[REDACTED]	

Example after Submitting Attendance:

Attendance Grades Assignments Policies

Grade Book Instructor: [Redacted]

Use this view to record attendance for courses in session today, **9/10/2012**. If a roll has already been submitted, you will see the date, time and ID of the user who submitted it on the right. Otherwise, you will be able to submit the roll by click the "Submit Attendance" button.

Attendance for 9402 - MUS1BAND / 03

Recorded 9/10/2012 12:58:09 PM By User #12

Attendance Coding	Student	Office Notes / Comments
P - Present	[Redacted]	
T - Tardy	[Redacted]	
A - Absent	[Redacted]	
P - Present	[Redacted]	
P - Present	[Redacted]	
P - Present	[Redacted]	

Log

[Students](#) > [Grades](#) > [Gradebook](#)

The Gradebook contains a Log tab. This records and displays all events associated with the Gradebook, including the date/time stamp of the event and the user ID# responsible.

Attendance Grades Skills Assignments Policies Reports Log

Grade Book Instructor: [Redacted] [Redacted] [Redacted]

Use this view to view all of the changes made within the gradebook

Log for 02630001 - English Language Arts, Kindergarten / KGA

ID	User ID	Audit Date	Action
7	7	9/25/2013 3:36:45 PM	Updated policy to Language Arts K
11	7	9/27/2013 2:52:34 PM	Recorded skill grades for Grade Level Status: [Redacted], [Redacted] = A, [Redacted], [Redacted] = O, [Redacted], [Redacted] = O
12	7	9/27/2013 2:52:56 PM	Recorded skill grades for Current Reading level: [Redacted], [Redacted] = Z, [Redacted], [Redacted] = Z, [Redacted], [Redacted] = Z, [Redacted] = Z, [Redacted] = Z, [Redacted] = Z, [Redacted] = Z, [Redacted] = Z, [Redacted] = Y, [Redacted], [Redacted] = Z, [Redacted], [Redacted] = Z, [Redacted], [Redacted] = Y, [Redacted], [Redacted] = Z, [Redacted], [Redacted] = Z, [Redacted], [Redacted] = Z, [Redacted], [Redacted] = Z, [Redacted] = Z