
Skills-Based Grading Setup




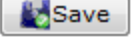
In order to use Skills-Based Grading in Gradebook, the following components must be setup and configured: Grading Schemes, Skill Sets, and Grading Policies. The Grading Schemes are the “scores” or “marks” the students receive. Skill Sets are the specific components of evaluated subject material. The Grading Policy is where the first two items are configured for use with specific courses.

Grading Schemes


[Students > Grades > Setup > Grading Schemes](#)

Grading Schemes are the values that are used to report student achievement. These can be alpha or numeric. The system has a built in scheme of “Numeric” which is the traditional 100 point grading model. The system allows the school to build their own custom schemes to meet their needs.


To create a Grading Scheme:

- Go to - [Students > Grades > Setup > Grading Schemes](#)
- Click  **Add Scheme**
- **Name** – enter what the scheme will be called
- **Number of Symbols** – define the number of values to be allowed
- Click 
- Click  **Edit Identifier** to map the symbols
 - Enter the **Character Value** – this is the symbol that will be used in Gradebook and for grade reporting
 - Define the **Numeric Value** – this is the score on a 100 point scale
 - Define the **Range Minimum** and **Range Maximum** – this is the range from 0-100 represented by the Character Value
 - Repeat for each.
 - **The Range Min and Max for all Characters must cover 0-100.**
- Click 


General

Edit: ESNU  Return to list

Grading schemes allow users of the grade book to interchangeably use numeric and "symbolic" means of grading. By symbolic, we mean grading strategies such as E, S, N and U or A, B, C, D, F.

Identifier  Edit Identifier

Name* ESNU




Grade Mappings  Add Grade Mapping

Index	Character Value	Numeric Value	Range Min	Range Max
1	E	95.00	90.00	100.00
2	S	85.00	80.00	89.99
3	N	75.00	70.00	79.99
4	U	65.00	0.00	69.99



Skill Sets




Skill Sets are the evaluated components of the course. Only one skill set can be attached to a course, but multiple courses could share the same skill set. How the district chooses to use these will determine how they should be setup. Skills cannot be added by teachers.

To add a Skill Set:

- Go to - Students > Scheduling > Schedule Manager
- Click  for the schedule
- Click on the *Skill Sets* tab
- Click  **Add Skill Set**
- **Name** – enter what the Skill Set will be called (i.e. Participation, Counts 1-10, Counts 1-20)
- Click  **Add Category** and configure how it will function and what it means:
 - *Cumulative* – using this check box indicates a skill that is not reevaluated once a grade is assigned. If it is not checked, the skill will be evaluated each report card cycle. (i.e. – Participation would not be Cumulative as it would be evaluated each cycle; Counts 1-10 would be Cumulative since once the student masters that skill you would move to a more advanced skill and not re-evaluate the mastered one.) **Remember, each term is a unique section so skills coded in one term DO NOT populate in the following term. This only applies to cycles within a term.**
 - *Alternate* – each skill set can use 2 Grading Schemes. Checking this box defines which of the 2 will be used to grade the skill. (i.e. Participation

might use an ESNU grading scheme; while Counts 1-10 might use one of “Mastered vs Not-Mastered”; or Reading Level might use a 1-3 scale.)



- *Category* – this is a label for defining the type of skill within the skill set
 - *Name* – this is the skill itself and how it will be listed on the Report Card
 - *Description* – this allows further definition of the skill and is used with detailed reporting
- Repeat adding skills by using the  **Add Category** steps
 - Click 


Cumulative	Alternate	Category	Name	Description	
<input type="checkbox"/>	<input type="checkbox"/>	Functions	Addition	Adding	
<input type="checkbox"/>	<input type="checkbox"/>	Functions	Subtraction	Subtracting	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recognition	Counting to 100	Counting	


Grading Policy

The Grading Policy is where the method for grading is defined along with the courses that will follow that method.

To add a Grading Policy

- Go to - Students > Scheduling > Schedule Manager
- Click  for the schedule
- Click on the *Policies* tab
- Click  **Add Grading Policy**
- Define the *Global Grading Policies*:
 - **Name** – enter what the Policy will be called
 - **Grading Strategy** – select the type of grading used

-
- *Assignment Based* – this does not use skills but relies solely on assignment grades. No skill set will be used.
 - *Skills Based* – this uses only the skills assigned to the Skill Set selected for the policy. No assignment grades will be used.
 - *Hybrid* – this uses the skills assigned to the Skill Set selected and permits assignment grades to be used.
 - Define the ***Skills Based Policy Attributes*** (for use with the Skills Based and Hybrid *Grading Strategies*):
 - **Skill Set** – select from the Skill Sets added previously
 - **Primary Skills Grading Scheme** – this is used for all skills not set to use the *Alternate* scheme
 - **Alternate Grading Scheme** – this scheme is used for the skills defined to use the *Alternate* scheme
 - Define the ***Assignment Based Policy Attributes*** (for use with the Assignment Based and Hybrid *Grading Strategies*):
 - **Grading Scheme** – this defines the valid inputs for assignment grades
 - *Numeric Averages* – only numeric grades can be entered using 100 point traditional grading
 - *Points Based* – this defines that the course and assignments will use Points Based grades and averaging. All assignments must have a defined point value and the averaging is total points received divided by point possible points. This does not divide awarded points by possible points for each assignment.
 - *District Defined Grading Scheme* – all other grading schemes must be defined by the district. Instructions for adding these are found on page 1 of this document.
 - **Default Cz Code** – this allows a Citizenship grade to be defaulted for all students in courses attached to the policy
 - **Term Exam Weight** – this defines the percentage of the Term grade represented by a Term Exam. If left blank, no Term Exam can be recorded.
 - **Total Drops** – if dropped grades are used in the policy, this defines the maximum for each report card period, regardless of the category of the grades. Drops can be further restricted to specified Grading Categories. If left blank, no grades will be dropped.
 - **Extra Credit** – this defines the maximum value allowed for the built in Extra Credit fields. If left blank, there is no cap on this.
 - **Available Modifiers** (optional) – use the check boxes to define the Modifiers that can be used in place of a grade. Modifiers can be setup to either calculate as a zero (*I-Incomplete*) or not to calculate at all (*X-Excused*).
 - Define the grading ***Categories***:
 - Click  **Add Category**
 - **Name** – what the category represents (i.e. Tests, Homework)
 - **Weight** – this is the percentage of the average this category represents (all categories must total to 100)

-
- **Drops** – this allows the restriction, if drops are used, to be limited to specified categories (Total Drops must not be blank when using this)
 - Define the *Applicable Courses* – use the check boxes to define the courses that must follow the policy
 - Click 

Use this view to define campus-wide administrative policies.

Overall Policy [Edit Overall Policy](#)

Min. Passing Grade* 70.00
Valid Grade Range* 0.00 - 100.00
Calculation Precision* 2
Attendance Threshold* None

Global Grading Policies

Name*
Grading Strategy*

Skills Based Policy Attributes

Skill Set*
Primary Skills Grading Scheme*
Alternate Grading Scheme*

Assignment Based Policy Attributes

Grading Scheme*
Default Cz Code
Term Exam Weight *If no value is provided, term exam scores are not allowed*
Total Drops *If less than sum of category drops, "student advantage" dropping will apply*
Extra Credit *If no value is provided, no limit is imposed on extra credit*
Available Modifiers
 D - Drop
 DC - Dual Credit
 E - Excused
 I - Incomplete
 M - Missing
 NA - Not Assigned

Categories

Name	Weight	Drops	
<input type="text" value="Homework"/>	<input type="text" value="75.00"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text" value="Test"/>	<input type="text" value="25.00"/>	<input type="text"/>	<input type="button" value="X"/>

[+ Add Category](#)

Applicable Courses

Page Size: Filter:

Name
<input checked="" type="checkbox"/> 02610010 - Math Grade 1

Records: 1 Page 1 of 1