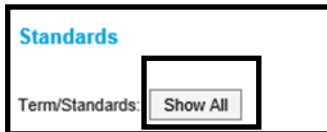


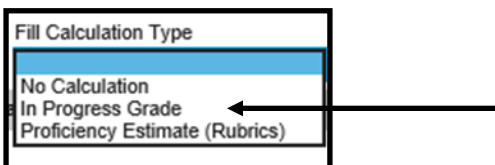
Setting Up The Grade Book - Grades 1-2

Setting grading scales

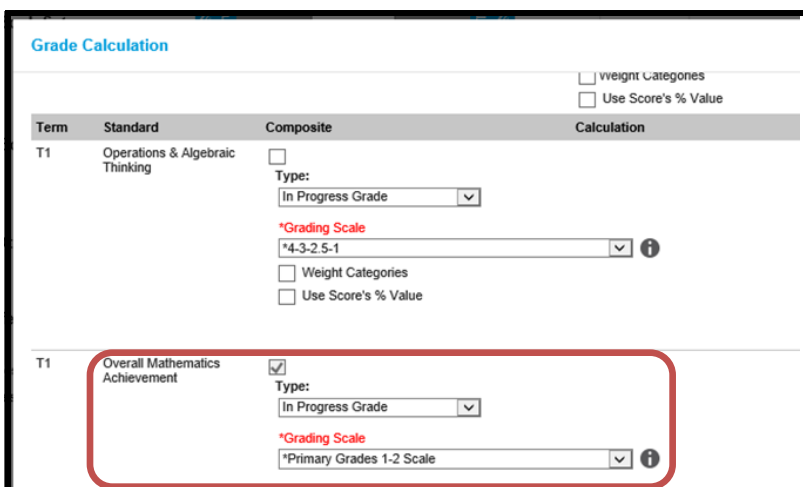
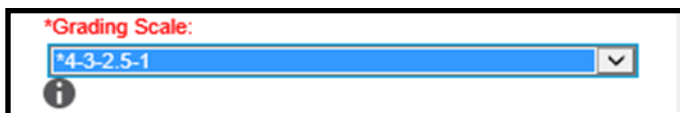
- Click on Grade Book in the Action Bar
- Click on **Account Settings** at the bottom of the Action Bar. Review and make changes. Save.
- Click the chevron next to **Settings** then **Grade Calc Options**. The window defaults to a closed table.
 1. Click the **Show** button in the upper left area of the grey Tasks bar. This will show all the grading tasks and standards.



2. Click in the **Fill Calculation Type** field and choose **In Progress Grade**.



3. The grading scale will fill down automatically for all standards and tasks. Change the grading scales for the **Overall Achievement grade for each term for ELA and Math**.



4. Click **Save**.
5. For **Science and Social Studies**, select **Primary Grade Scale 1-2**.
6. For **Special Subjects** such as **Computers, PE, Art, and Handwriting**, select **Grades 1-6 Special Subjects**.
7. **DO NOT FORGET TO SET THE GRADING SCALE FOR THE FINAL GRADE AT THE VERY BOTTOM OF THE WINDOW.** The Final Grade will not post or calculate if this has not been done.

Creating Categories You must have at least one category to create assignments.

1. Select **Categories**. Click **Add**.
2. Name the category.
3. Click in the check box for the section.

Category Placement
Select which Sections will use this category

| Teachers | Section | Term | <input type="checkbox"/> |
|--------------|-----------------------|----------------|--------------------------|
| TEACHER NAME | 150E-10 G1: PE/HEALTH | T1, T2, T3, T4 | <input type="checkbox"/> |

4. Click in the check boxes for appropriate grading tasks or standards.
5. For sections with standards (strands), choose only the standards. **Don't choose the Overall or Final Grade.**
6. For sections with no standards, choose the grading task such as **Overall Grade** or **Total Grade**.

Select which Standards will use this category

| Abbr | Standards | <input type="checkbox"/> |
|------------|------------------------------|-------------------------------------|
| cc.ela.1 | Overall ELA Achievement | <input type="checkbox"/> |
| cc.ela.l | Language | <input checked="" type="checkbox"/> |
| cc.ela.rft | Reading Informational Text | <input checked="" type="checkbox"/> |
| cc.ela.rl | Reading: Literature | <input checked="" type="checkbox"/> |
| cc.ela.rfs | Reading: Foundational Skills | <input checked="" type="checkbox"/> |
| cc.ela.sl | Speaking and Listening | <input checked="" type="checkbox"/> |
| cc.ela.w | Writing | <input checked="" type="checkbox"/> |

Select which Grading Tasks will use this category

| Grading Task | <input checked="" type="checkbox"/> |
|--------------|-------------------------------------|
| Final Grade | <input checked="" type="checkbox"/> |

7. Click **Save**.
8. Click **Close**.

Grades 1-2 use the **4-2.5-1** rubric for standards and Primary **Grades 1-2 Scale** for the Overall and Final Grades. This includes S.L.B.

The Grades 1-6 Special Subjects and Music Grades 1-5, S+/-1 scale is assigned to special subjects such as Art, Computers, PE/Health, etc.

Adding an assignment

1. Select **Curriculum List** from the **Settings** menu.
2. Select **New Assignment**
3. Enter the name of the assignment in the **Assignment Name** field.
4. Enter the **Abbreviation**. This field has a 5 character limit and will appear in your grade book.
5. Attach the appropriate standards (strands) for **ELA** and **Math**.

The screenshot shows the 'Assignment Detail' form. At the top, there is a checkbox for 'Align to Grade Book' which is checked. Below this is the 'Standards' section with the instruction 'Select which Standards get this assignment'. A table lists various standards with checkboxes and scoring options. An arrow points to the 'Points' radio button for the 'cc.ela.rt: Reading: Literature' standard.

| Standard | Scoring Type | *Total Points | *Multiplier |
|---|--|--------------------------------|--------------------------------|
| <input type="checkbox"/> cc.ela.1: Overall ELA Achievement | | | |
| <input checked="" type="checkbox"/> cc.ela.l: Language ● evidence of achievement | <input checked="" type="radio"/> Points <input type="radio"/> Marks <input type="radio"/> Rubric | <input type="text" value="4"/> | <input type="text" value="1"/> |
| <input type="checkbox"/> cc.ela.rtt: Reading Informational Text | | | |
| <input checked="" type="checkbox"/> cc.ela.rt: Reading: Literature ● evidence of achievement | <input checked="" type="radio"/> Points <input type="radio"/> Marks <input type="radio"/> Rubric | <input type="text" value="4"/> | <input type="text" value="1"/> |
| <input type="checkbox"/> cc.ela.rfs: Reading: Foundational Skills | | | |
| <input type="checkbox"/> cc.ela.sl: Speaking and Listening | | | |
| <input type="checkbox"/> cc.ela.w: Writing | | | |

6. Click the **Points** radio button and enter the appropriate point value. You can give an assignment additional value by changing the Multiplier. The number 2 would give the assignment twice the value as 1.
7. **Do not attach to Final Grade, the term grades are automatically composited at the end of the year.**
8. Click Save to save assignment, Save and Score to score the assignment or Save and Create a New Assignment to create several assignments at the same time.
9. **Science** and **Social Studies** do not have standards, attach the assignment to the **Overall Grade**.

This screenshot shows the 'Standards' section of the form. The checkbox for '12.SC.0: Overall Science Grade' is selected, and an arrow points to it from the left.

10. **Special Subjects** such as Computers, Art and PE do not have standards. Attach the assignments to the subject name.

This screenshot shows the 'Standards' section of the form. The checkbox for 'SPSUB.4: Art' is selected, and an arrow points to it from the left.