



## GradeBook configuration for Early Elementary Teachers

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With the implementation of the Q GradeBook, many districts have asked all teachers, K-12, to record student progress data electronically throughout the entire term. The Q Gradebook has been written for this purpose and with a few configuration changes and consistent assignment setup, early elementary teachers can utilize the available tools.

The suggested configuration will accomplish the following:

1. Capture student progress data in the GradeBook assignments area, without publishing a percentage or academic grade.
2. Publish the student progress data in the Parent Portal and Student Profile areas, with the completion status and/or student score.
3. Provide for expedited data entry to the Standards Based Report Card.
4. Provide a record of assessments over time.

As the academic grade will be unavailable, the PULSE reports and the GradeBook progress reports would not be appropriate to use and districts should plan to formally report interim or mid-term progress in an alternative format.

### **Configuration tasks:**

1. Configure all assigned classes, using the GradeBook defaults and teacher preferences.
2. Define and set assignments/tasks.

### **GradeBook Manager**

The Q application (known as MISTAR) has a configuration manager for standardizing and streamlining the GradeBook setup. This can be set up at the district or school level and the items can be recommended or required. If the setting is required, the teacher will not be able to make changes to the settings. If the setting is recommended, the Gradebook will be configured automatically and the individual teacher can make changes as desired.

The following directions are intended for teachers in the early elementary grades and assume the teachers have been assigned to a course and a roster of students. If this is not yet done, please see your local MISTAR support person.



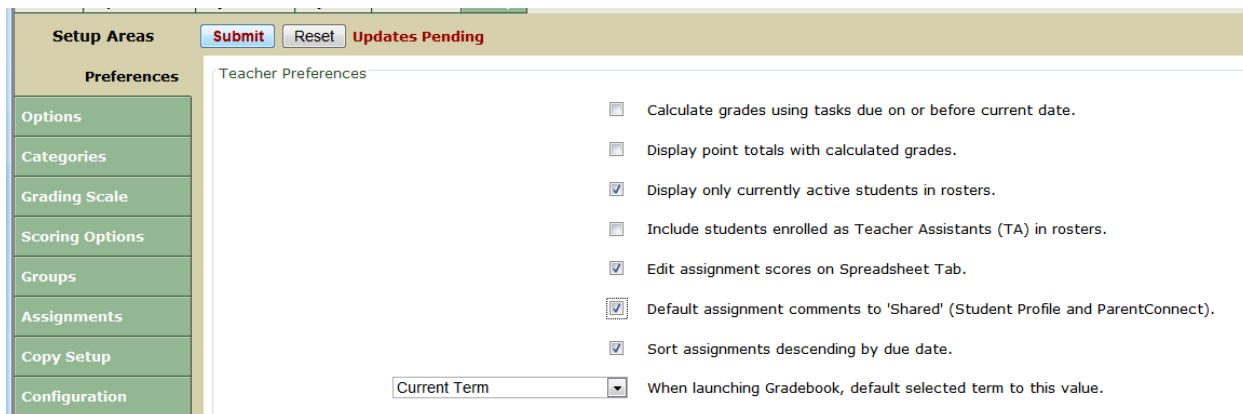
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### Class Configuration

1. Log in to MISTAR and select New Applications. Click the Menu button and select the Marks tab.
2. In the Marks tab, select the Grade Book application.
3. Start with one course/section, by clicking on the class in the right pane. If any required configuration components are missing, the configuration screen will automatically open.

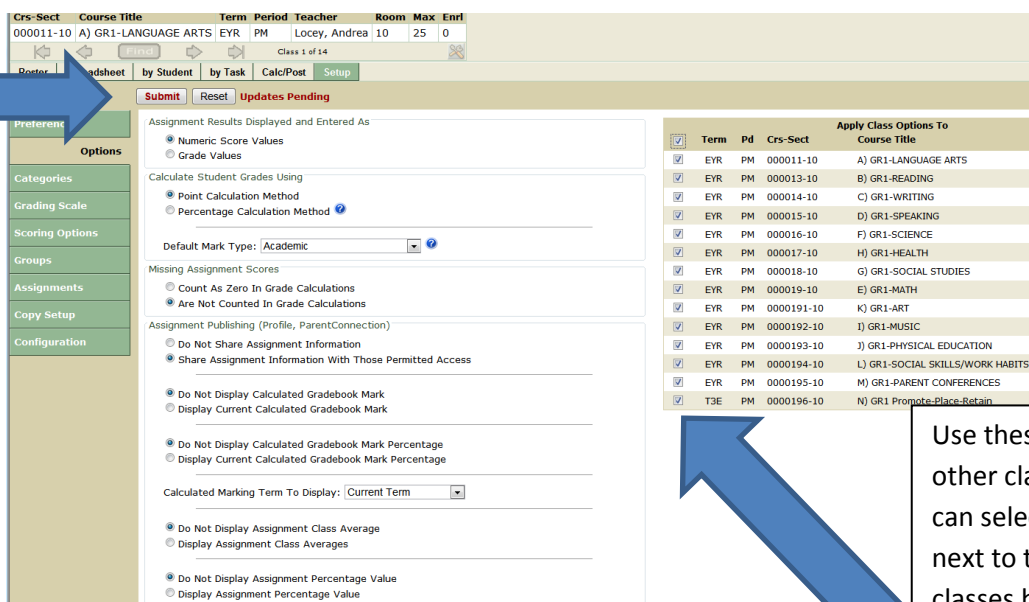
4. Click the Configure button to begin the Gradebook configuration process. The GradeBook manager will update the configuration elements that are pre-set for your district and building for all courses and sections currently assigned. Elements with a green check mark are completed. Elements with a yellow caution or red X need more work to completely configure these courses.

5. Adjust the Teacher Preferences for all courses. All courses and sections will use the Teacher Preference. This is not controlled by the Gradebook manager, and is copied from one year to another. The recommended settings are:



After making any necessary changes, the user MUST CLICK THE SUBMIT button to commit and save the changes.

6. Begin setting selections for each course/section. Some of these are pre-configured by the Gradebook Manager. Each of these items is required and cannot be left blank/unset.



Use these checkboxes to configure other classes at the same time. Users can select all classes using the checkbox next to the word "Term" or a few classes by clicking each checkbox. Don't forget to Submit when done.

Assignment Results: Select "Numeric Score Values"

Calculate Student Grades Using: Select "Point Calculation Method"

Missing Assignment Scores: Select "Are Not Counted in Grade Calculations"



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### Assignment Publishing for Parent Connect and Student Profile:

Select “Share Assignment Information With Those Permitted Access”

Select “Do Not Display Calculated Gradebook Mark”

Select “Do Not Display Calculated Gradebook Mark Percentage”

Select Calculated Marking Term to Display “Current Term”

Select “Do Not Display Assignment Class Average”

Select “Do Not Display Assignment Percentage Value”

Using these settings will show the assignments on Parent Connect and Student Portal, but a calculated overall grade, the calculated assignment grade and the percentage calculation will be suppressed.

Teachers can view the information disclosed in Parent Connect by accessing the Student Profile and clicking on the Assignments or Marks tabs. The views that display the information are very similar.

7. Configure categories (Categories are types of assignments and student progress can be displayed in a graph, sorted by category).

Seq	Description	Mark Type	Weight	Task Count
1	Classwork	Academic	1.00	0
2	Assessment	Academic	1.0	0
3	Participation	Academic	1.00	0

The GradeBook Manager may have default categories ready to use. Click the Apply Defaults button to use the pre-defined categories.

- Recommendation: For all categories, select the mark type of “Academic” and set the weight of each category to 1.

8. Grading Scale (A grading scale must be defined, even if the Gradebook will be set to ignore calculations)

Mark	Min Pct	Color
A	94.0	
A-	90.0	
B+	87.0	
B	83.0	
B-	80.0	
C+	77.0	
C	73.0	
C-	70.0	
D+	67.0	
D	63.0	
D-	60.0	
E	0.0	

The GradeBook Manager may have completed this section as part of the configuration process. Use the ‘Apply Defaults’ button if a grading scale is not yet present.



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9. Score Options – The score options can be used to describe any conditions for a student’s score. The GradeBook Manager has default score options available.

Sample:

Code	Description	% of Score Earned	OR	Ignore Task	Color
<input checked="" type="checkbox"/> WH	Completed with assistance	100.00%	<input type="checkbox"/>	<input type="checkbox"/>	Blue
<input checked="" type="checkbox"/> L	Late	100.00%	<input type="checkbox"/>	<input type="checkbox"/>	Green
<input checked="" type="checkbox"/> RD	Please redo for a better grade	100.00%	<input type="checkbox"/>	<input type="checkbox"/>	Red
<input checked="" type="checkbox"/> R	Refused to complete	100.00%	<input type="checkbox"/>	<input type="checkbox"/>	Yellow

Recommendation: Set the score options for common conditions. The descriptions will be available on Parent Portal and Student Profile.

10. Groups – this is an optional feature.

The GradeBook configuration is complete.

### Assignments

Assignments are tasks that record student progress data. Tasks/Assignments can be added to a class roster using the setup area or on the “By Task” tab.

1. Click Add Task
2. Set the assigned date, due date and display date as desired.
3. Set the Title and Short Title.
4. Select the category (type of task)
5. Set the points possible. Note about points possible: This is a good reference point for what the student is expected to know. For example, if assessing how many colors a student can name, the points possible would be 8.
6. Each task has a default weight of 1. Recommendation: Weight = 1.
7. In the Assignment Graded, Hidden and Extra Credit boxes- LEAVE ALL UNCHECKED. Checking the Assignment Graded box will tell the GradeBook to create a calculated grade.
8. Instructions – Generic instructions that can be displayed on Parent Portal and Student Profile.
9. Teacher note – viewable to the teacher only.



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10. Standards – Note: the Standards are pre-defined for the course and can be used in conjunction with a score. Standards that are populated in the GradeBook DO NOT TRANSFER to the Class Marks/Student Marks area until they are posted. This is a one way of demonstrating student growth over the marking period. Some districts will allow for multiple standards to be attached to the same task.

Use the Control/Shift keys to select multiple standards, if allowed.

11. Select the students who should have a score recorded for this task. Students can be easily included/excluded as needed.

12. When complete, click the Submit button.

Note : If this task is used again, click the Submit & New button to “clone” the information and select a new due date.

The screenshot shows the 'Setup Areas' configuration window for a task. The left sidebar contains a menu with 'Setup Areas' selected, and sub-items: Preferences, Options, Categories, Grading Scale, Scoring Options, Groups, Assignments, Copy Setup, and Configuration. The main area contains the following fields:


- Buttons:** Submit, Submit & New, Reset, Cancel, Updates Pending
- Assigned On:** 03/12/2013 (calendar icon). Subtext: Task shows in Student/Parent Connect on this date unless Display On is after.
- Display On:** 03/12/2013 (calendar icon). Subtext: Task will NOT show in Student/Parent Connect BEFORE this date.
- Due On:** 03/12/2013 (calendar icon). Subtext: Task is Due on this date.
- Title:** Problem Solving
- Short Title:** Problem Solving
- Category:** Classwork (Academic) (dropdown)
- Pts Possible:** 15
- Weight:** 1 (help icon). Subtext: ☐ Assignment Graded ☐ Hidden ☐ Extra Credit
- Instructions:** Problem Solving Strategies
- Teacher Note:**
- Standards:** A list box containing:
  - MA: MA-Addition - Knows Basic Addition Facts
  - MA: MA-Subtract - Knows Basic Subtraction Facts
  - MA: MA-Multiplic - Knows Basic Multiplication Facts
  - MA: MA-Division - Knows Basic Division Facts
  - MA: MA-Prob Ssk - Applies Problem Solving Strategies (highlighted)
- Students:** A section with a table titled 'Students Responsible for Assignment' and a 'Select All' checkbox.

Student (ID)	Group
Baer02 - Layne Daniel (20016314)	


### Entering Student Scores

1. Use the By Task or By Student tabs to begin the data entry. Select the task to enter data.


Assignment Graded		Score	Standards	Count As	Comment	Drop	Share Score	Attendance
#	Student (ID)	Fill Values						
1	Cobb, Alexandra B (20017701)	26	RE-Recog 3			<input checked="" type="checkbox"/>		Present
2	Gertz, Reina A (20017029)	20	RE-Recog 3			<input checked="" type="checkbox"/>		Present
3	Guilmette, Noah W (20017498)	15	RE-Recog 3			<input checked="" type="checkbox"/>		Present
4	Gutierrez, Nolan C (20017979)	10	RE-Recog 3			<input checked="" type="checkbox"/>		Present
5	Humphrey, Damien M (20017791)		RE-Recog 3			<input checked="" type="checkbox"/>		Present




Score  
on task



Rubric  
Score



Score  
Options



Teacher  
comment

2. Enter the scores of the task. The example above is for a task where the students recognize the upper case letters of the alphabet, where the top score is a 26.
3. If desired, enter the rubric score corresponding with the task.
4. If desired, select a Scoring Option (Late, Refused, Please re-do, Completed with assistance) using the drop down box.
5. Enter a comment for the specific student and his/her score. If the Share box is checked, the parent will see the information. This is a good place to communicate which items still need reinforcement.
6. Click Submit to save the changes to the database. NOTE: it is recommended to save/submit frequently, in increments of no more than 15 minutes.

### Report Cards

The GradeBook is not automatically connected to the Student Marks/Class Marks area. To update the Student Marks / Class Marks for Report Cards, the teacher must use the Calc/Post feature to copy the marks from the Gradebook to the Class Marks / Student Marks area.

1. Select the Calc/Post tab from the GradeBook.
2. Click the on the desired report card term.
3. Select the Mark type of "Standards".



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4. Click the “Post Marks” button to move the scores. If a standard has more than one score, special rules, determined by your district may apply. Available rules include:

- \*Average – average the rubric scores
- \* Highest – copy only the highest rubric score
- \* Power Law – Use Robert Marzano’s Power Law grading philosophy

Consult your district SIS coordinator to determine which rule is being used.

The “Include” checkbox will allow the teacher to update all students on the list, or only selected students.

Post to Term:

Mark Type:

**Trimester 1 Elementary Standards Calculation**  
Standards Marks to be calculated using assignments from 9/4/2012 thru 11/29/2012.

Include	#	Student Name (ID)	Gr	Nickname	Entry	Exit
<input checked="" type="checkbox"/>	1		1		09/04/2012	06/12/2013
<input checked="" type="checkbox"/>	2		1		09/04/2012	06/12/2013
<input checked="" type="checkbox"/>	3		1		09/04/2012	06/12/2013
<input checked="" type="checkbox"/>	4		1		09/04/2012	06/12/2013

### Reports

Reports are now located inside of the module. Access the Reports by clicking Menu, Marks, then Reports. Note: If all assignments are ‘Not Graded’, the GradeBook reports will not have data. In the recommended configuration, the Class Standards Legend and Class Standards Listing will have the most detail. Available reports as of September 2013 :

