MiStar Grade Book for Non-Teachers

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Novi Community Schools

Mysterious and Magical

When setup correctly and used wisely they are Powerful and Wondrous

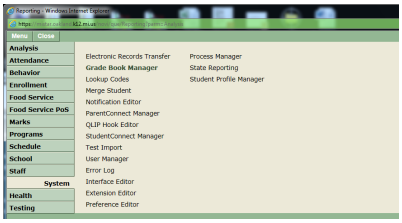
In the beginning….

Many teachers do like the feel and control of having a hard copy version of a grade book. But the reality of 2014 is that grades need to by dynamic and grading transparent via Parent and Student Portals…

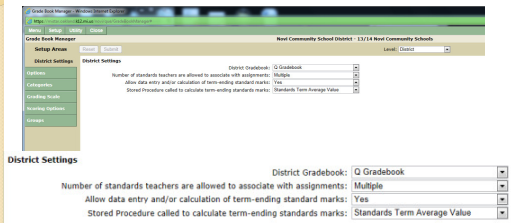
Where the Magic Begins….

AKA…Using Grade Book Manager

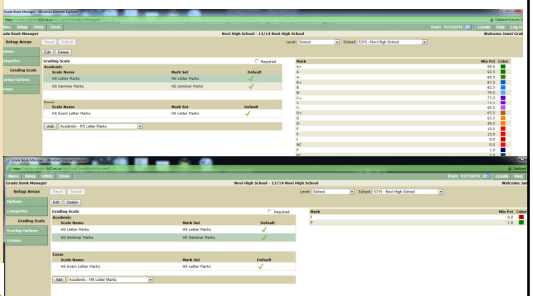
Settings can be created for use at the District or School site level



Grade Book Manager – District Settings



Grade Book Manager – Building Settings



Marks Setup

Track: Novi High School (13/14 Novi High School)

Term	Description	Term Begin	Term End	Edit From	Edit To	Viewable After	Enrolled Before	Exited After
HS1	Fall Progress Wk 1-9	09/03/2013	11/01/2013	10/31/2013	11/06/2013	11/08/2013	11/03/2013	01/26/2014
		Comments: 3		Notes:				
HS2	Fall Term Grade Wk 1-18	9/3/2013	1/26/2014	01/20/2014	01/28/2014	01/31/2014	11/01/2013	01/26/2014
		Comments: 3		Notes:				
SH1	Sem 1 - HS	9/3/2013	1/26/2014	01/20/2014	01/28/2014	01/31/2014	11/01/2013	01/26/2014
		Comments: 3		Notes:		Grdbk Calculated Mark:		

Term Begin	Term End	Edit From	Edit To	Viewable After	Enrolled Before	Exited After
09/03/2013	11/01/2013	10/31/2013	11/06/2013	11/08/2013	11/03/2013	01/26/2014
Comments: 3		Notes:				
9/3/2013	1/26/2014	01/20/2014	01/28/2014	01/31/2014	11/01/2013	01/26/2014
Comments: 3		Notes:				
9/3/2013	1/26/2014	01/20/2014	01/28/2014	01/31/2014	11/01/2013	01/26/2014
Comments: 3		Notes:		Grdbk Calculated Mark:		

Mark Setup – Term Setup

a. **Term End** - The date used as the cutoff date for standards and benchmark based progress reports. **Note**: Leaving this value blank will prevent Student and Class Marks from being entered for progress report terms.
b. **Edit From** and **To Dates** - The first and last dates that end-users, who are limited to the editing windows, are allowed to post and edit report card marks. **Note**: Leaving this value balnk will make the term non-editable.
c. **Viewable After** - The date on which the student report card marks, entered for the term, will be published in the Parent Portal, Student Portal and Student Profile. **Note**: Leaving this value blank will make the report car marks for a term unavailable.
d. **Enrolled Before** - This date will affect the list of students appearing on a class roster for mark reporting data entry. Only students who have been enrolled in the class on or before this date will appear on the roster. **Note**: Leaving this value blank will cuase rosters to include all students who are active in the class during the last week of the term.
e. **Exited After** - This date will affect the list of students appearing on a class roster for mark reporting data entr Only students who have been exited from the class on or after this date will appear on the roster. **Note**: Leaving this value blank will cause roster to include all students who are active in the class during the last week of the term.
f. **Comments** - The selected value will dictate how many commetns can be entered for each student for the ma reporting term.
g. **Notes** - A checkmark here indicates that users are allowed to enter free-frm notes for the term. If left unchecked, no notes can be entered.
h. **Grdbk Calculated Mark** - A checkmark here indicates that marks for this term may be calculated when poste from Grade Book. The calculated marks are derived from the prior terms marks that are included in the calculation. When checked, a drop-down list of possible mark types will appear and enable defining the specific mark type that may be calculated.

T1	Trimester 1	8/9/2012	11/16/2012	11/09/2012	11/16/2012	11/19/2012	11/09/2012	11/16/2012
		Comments: 2		Notes: ✓		Grdbk Calculated Mark: ✓		Academic
T2P	Trimester 2 Progress Report	11/19/2012	1/18/2013					Academic Citizenship
		Comments: 0		Notes:				

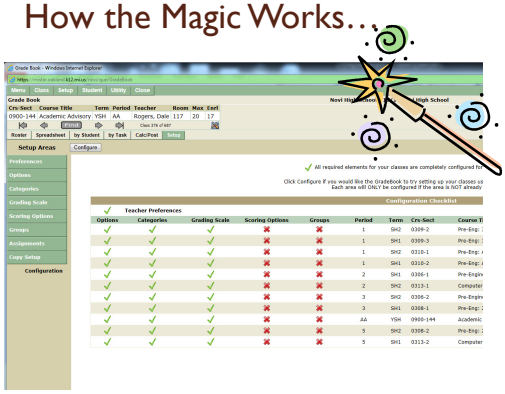
What do the teacher's see?

Class 0 of 687

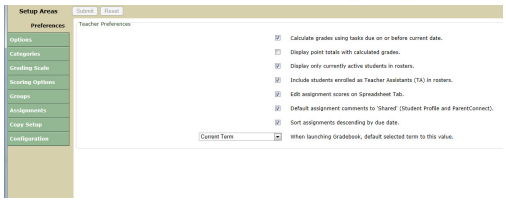
Crs-Sect	Course Title	Term	Period	Last Name	First Name
0309-3	Pre-Eng: 3-D CAD	SH1	1	Rogers	Dale
0310-2	Pre-Eng: Advanced CAD	SH1	1	Rogers	Dale
0306-1	Pre-Engineering Design	SH1	2	Rogers	Dale
0308-1	Pre-Eng: 2-D CAD	SH1	3	Rogers	Dale
0900-144	Academic Advisory	YSH	AA	Rogers	Dale
0313-2	Computer Anim.&Video Game Design	SH1	5	Rogers	Dale

6 classes

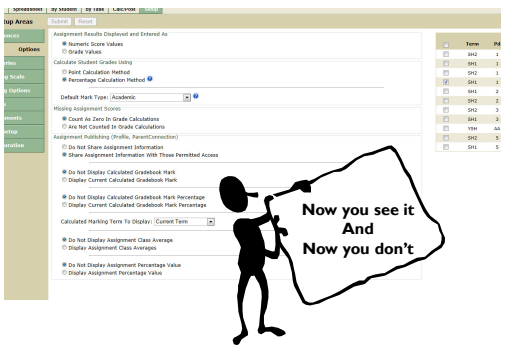
How the Magic Works…



Casting Their Spell….



How to Calculate Grades… very important?



What causes the most problems….Categories and Weights?

Mark Type is important – how things will be grouped to be graded

Seq	Description	Mark Type
1	Assignments	Academic
2	Final Exam	Exam
3	Participation	Academic
4	Quiz	Academic

It weights are wrong…. Grades are wrong

Weight	% of Grade	Task Count
7.00	70.00%	21
1.00	100.00%	0
2.00	20.00%	14
1.00	10.00%	0

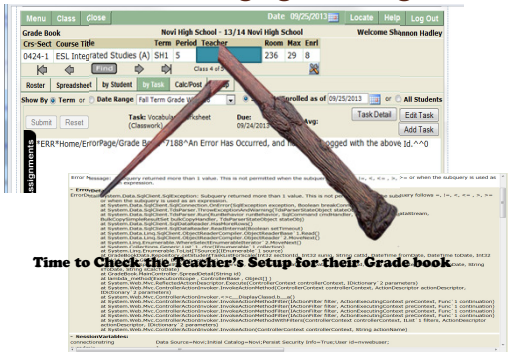
If task count is 0….How is it weighted?
Which can also cause grading issues….

No Grading Scale defined… or Goofy Grading Scale

Mark	Min Pct	Color
A+	99.0	
A	92.5	
A-	89.5	
B+	87.5	
B	82.5	
B-	79.5	
C+	77.5	
C	72.5	
C-	69.5	
D+	67.5	
D	62.5	
D-	59.5	
F	15.0	
E	10.0	
RC	2.0	
P	1.0	
NC	0.5	
I	0.0	

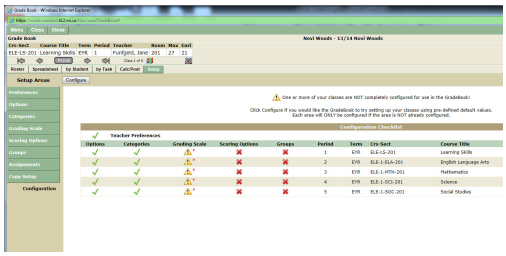
Need a 0 Grade ….And cannot repeat Pct…..And what about the gaps?....

When the things go wrong…

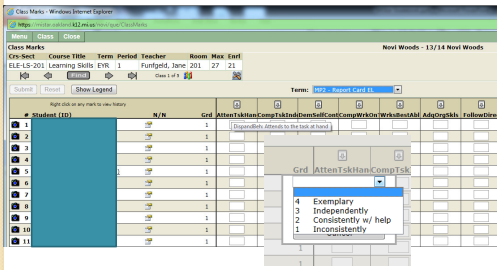


Time to Check the Teacher's Setup for their Grade book

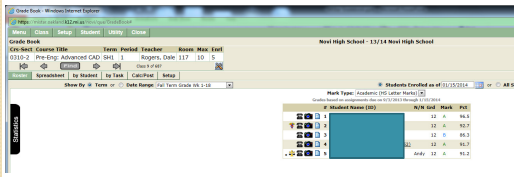
Elementary – Grade Book Setup



Elementary – Standards

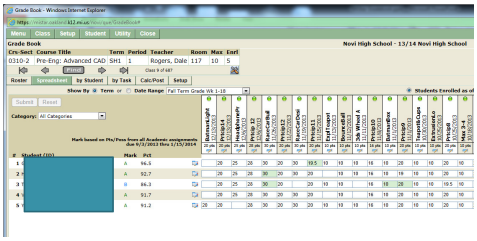


How the Magic Looks in action…

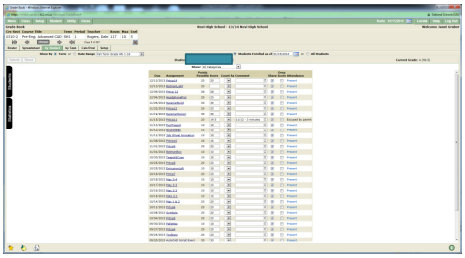


See Students and Grades…. By Roster

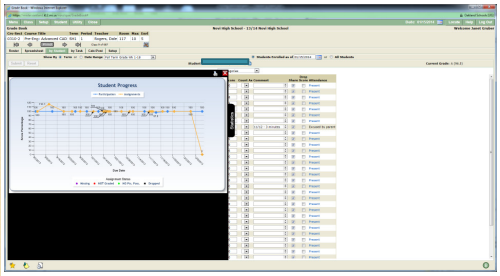
See Students and Grades…. By Spreadsheet



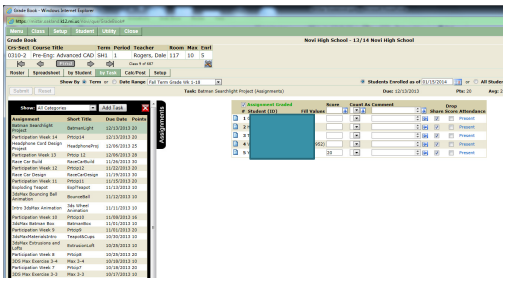
See Students and Grades…. By Individual Student



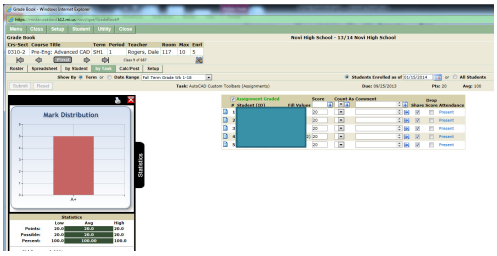
See Students and Grades…. By Student Progress Statistics



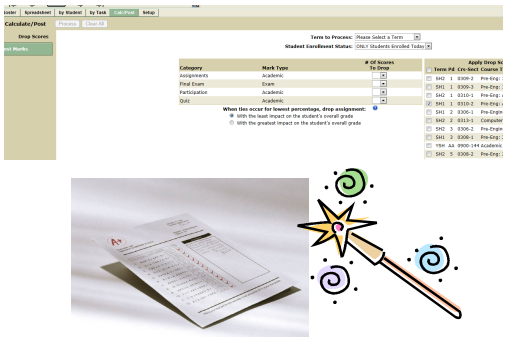
See Students and Grades…. By Assignment



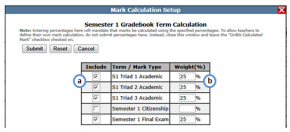
See Students and Grades…. By Assignment Statistics



Posting Marks … What do they see on their screen?

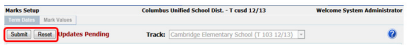


Posting Marks … Options are Available



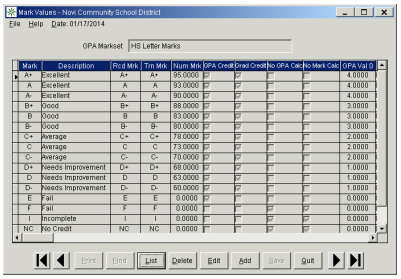
a. Check **Include** checkbox to select the Term / Mark Type value(s) to calculate the Grade Book Calculated Mark.
b. Enter the Weight(%) that will be used to calculate the mark. **Note**: Leaving weights blank will allow teachers to define their own mark calculations.
c. Click **Submit** to save settings or **Reset** and **Cancel** to clear entered settings and close the Mark Calculation Setup window.

4. Click **Submit** to save settings or **Reset** to clear entered settings.

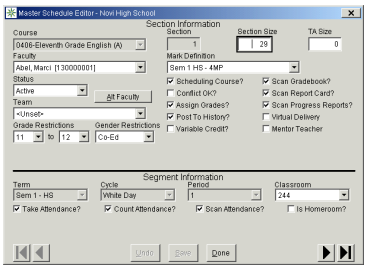


Points to Ponder

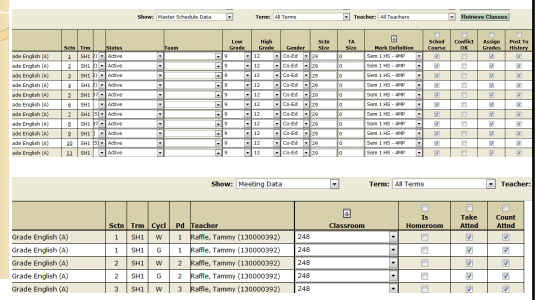
When everything looks correct….And the Green check marks show…
But the teacher is still wondering … WHY? It could be that the main grading Scale defined in MiStar is driving the final grade



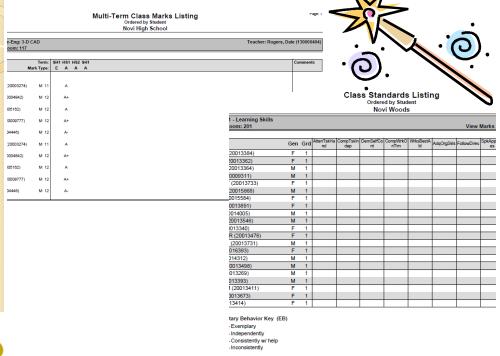
Double Checking…



On the Web Master Schedule Manager



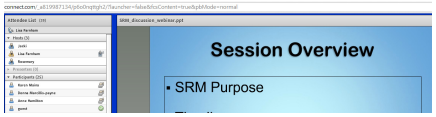
Reports for Teachers



Resources

Oakland Schools – Reference Link

You are here: Home » **Departments** » Technology Services » Student Information Management System » MISTAR

RESA– Reference Link

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