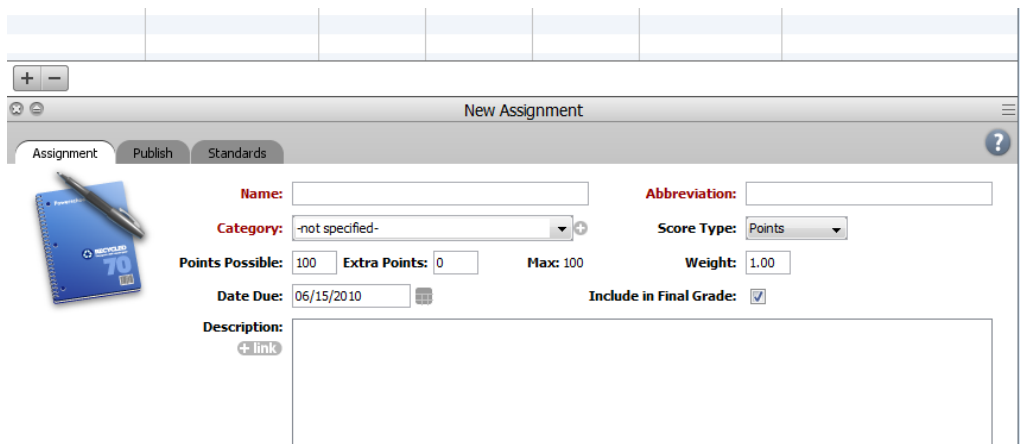


Standards Quick Reference

To facilitate the quick entry of standards, K teachers have been assigned courses. More than one standard may be attached to one assignment.

Assigning Standards to Assignment

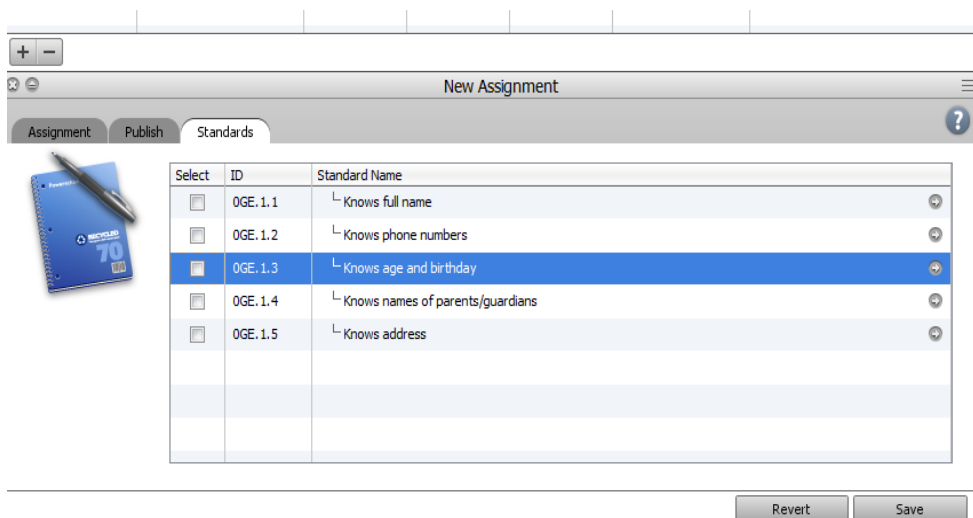
- Select the course that corresponds to the assignment
- Create an assignment. (See Powerteacher Quick Reference Guide). The diagram below appears



The screenshot shows the 'New Assignment' form with the 'Assignment' tab selected. The form includes fields for Name, Abbreviation, Category, Score Type, Points Possible, Extra Points, Max, Weight, Date Due, and Include in Final Grade. A description field is also present with a '+ link' button.

Diagram 1

- Enter information on the assignment
- Click the Standards Tab.
- The standards for the subject appear



The screenshot shows the 'New Assignment' form with the 'Standards' tab selected. A table of standards is displayed, with 'OGE. 1.3' selected. The table has columns for Select, ID, and Standard Name. Below the table are 'Revert' and 'Save' buttons.

Select	ID	Standard Name
<input type="checkbox"/>	OGE. 1.1	Knows full name
<input type="checkbox"/>	OGE. 1.2	Knows phone numbers
<input checked="" type="checkbox"/>	OGE. 1.3	Knows age and birthday
<input type="checkbox"/>	OGE. 1.4	Knows names of parents/guardians
<input type="checkbox"/>	OGE. 1.5	Knows address

Diagram 2

- Click the checkbox to the left of each required standard.

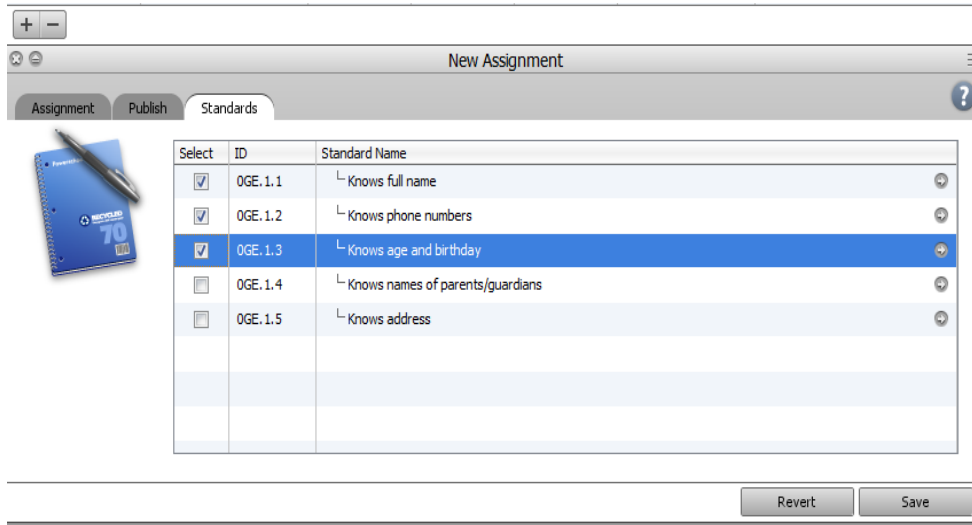
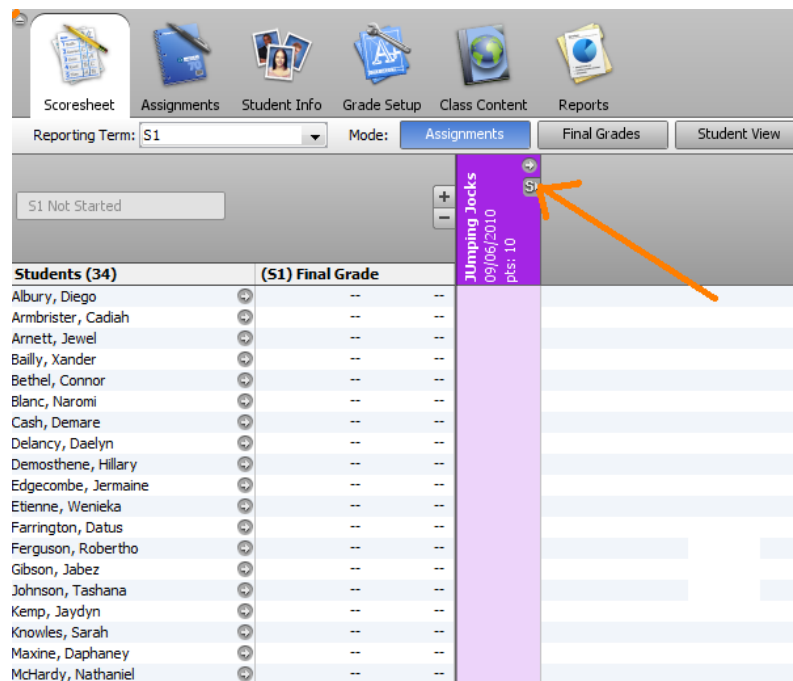


Diagram 3

- Click save when done.

Entering Standards

- Click on the scoresheet tab (Make certain the assignment mode is selected).
- Enter the numerical grade for the assignment



Marking Scheme

Above 80	-S
51 -79	-P
50 and below	-NI
Not Assessed-	NA

Diagram 4

- Click on the S to Display the standards

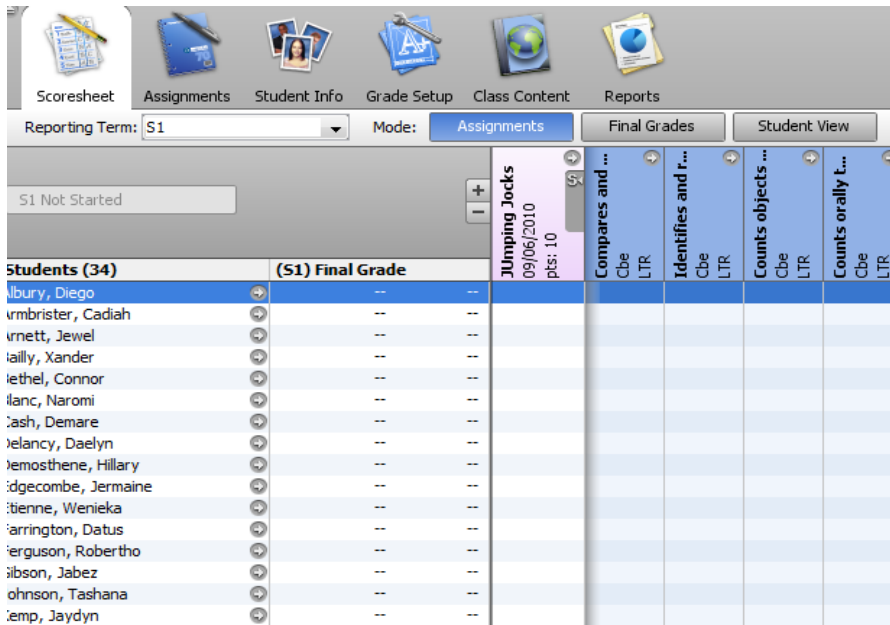


Diagram 5

- Right click in the standard column for which a standard should be entered.
- Click Grades and the required standard(in this case P)

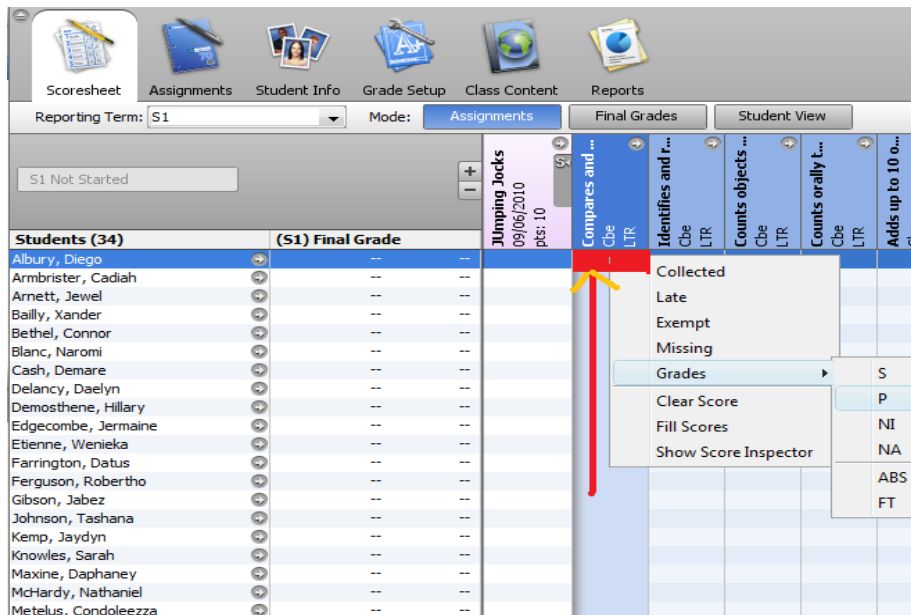


Diagram 6

- Repeat for the other required standards
- When all required standards are filled in click save.

Understanding Modes

There are three modes for entering standard grades

Assignments Mode - Use this mode to enter standard grades on an assignment for a course. It contains all the assignments. (See diagram 5)

Final Grade Mode - This screen displays the final grade for all grades on each standard. You may use this screen to override the final grade for a standard(s).

Students (34)	(S1) Final Grade	Compares and ...	Identifies and ...	Counts objects ...	Counts orally ...	Adds up to 10 o...	Subtracts up to...	Names ordinals...	Sorts and class...
Albury, Diego	A 95%	n/a	P	NI	S	NI	P	NI	P
Ambrister, Cadiah	--	n/a	P	NI	S	NI	P	NI	P
Arnett, Jewel	--	n/a	P	NI	S	NI	P	NI	P
Bally, Xander	--	n/a	P	NI	S	NI	P	NI	P
Bethel, Connor	--	n/a	P	NI	S	NI	P	NI	P
Blanc, Naromi	--	n/a	P	NI	S	NI	P	NI	P
Cash, Demare	--	n/a	P	NI	S	NI	P	NI	P
Delancy, Daelyn	--	n/a	P	NI	S	NI	P	NI	P
Demosthene, Hilary	--	n/a	P	NI	S	NI	P	NI	P
Edgecombe, Jermaine	--	n/a	P	NI	S	NI	P	NI	P
Etienne, Weniela	--	n/a	P	NI	S	NI	P	NI	P
Farrington, Datus	--	n/a	P	NI	S	NI	P	NI	P
Ferguson, Robertho	--	n/a	P	NI	S	NI	P	NI	P
Gibson, Jabez	--	n/a	P	NI	S	NI	P	NI	P
Johnson, Tashana	--	n/a	P	NI	S	NI	P	NI	P
Kemp, Jaydyn	--	n/a	P	NI	S	NI	P	NI	P
Knowles, Sarah	--	n/a	P	NI	S	NI	P	NI	P
Maxine, Daphaney	--	n/a	P	NI	S	NI	P	NI	P
Median	A 95%	P	NI	S	NI	P	NI	P	P
mode	A 95%	P	NI	S	NI	P	NI	P	P
Summary	A 95%	P	NI	S	NI	P	NI	P	P

Diagram 7

Student View Mode – Shows for each student

- (i) The final grade for each reporting term for each standard. These grades cannot be manually changed.
- (ii) Assignments – the different assignments and the grades associated with each standard. These can be changed. See “Entering standards”.
- (iii) Final Score- the final grade on each standard. These can be changed.
- (iv) Statistical data – mean, mode, median etc for each standard

Albury, Diego		Compares and ...	Identifies and ...	Counts objects ...	Counts orally L...	Adds up to 10 o...	Subtracts up to...	Names ordinals...	Sorts and class...	Understands st...
Assignments (1)	Scores / Grades	Cbe LTR	Cbe LTR	Cbe LTR	Cbe LTR	Cbe LTR	Cbe LTR	Cbe LTR	Cbe LTR	Cbe LTR
T1		S	P	NI	NA	NA	NI	P		S
F1										
S1		S	P	NI	NA	NA	NI			S
T2										
F2										
S2										
Y1		S		NI	NA	NA	NI	P		S
Jumping Jocks		S	P	NI	NA	NA	NI	P		S
Final Score - mean		S	P	NI	NA	NA	NI			S
mean		S	P	NI	NA	NA	NI	P		S
weighted mean		S	P	NI	NA	NA	NI	P		S
median		S	P	NI	NA	NA	NI	P		S
mode		S	P	NI	NA	NA	NI	P		S

Diagram 8

An exclamation sign indicates that the final score was manually changed.

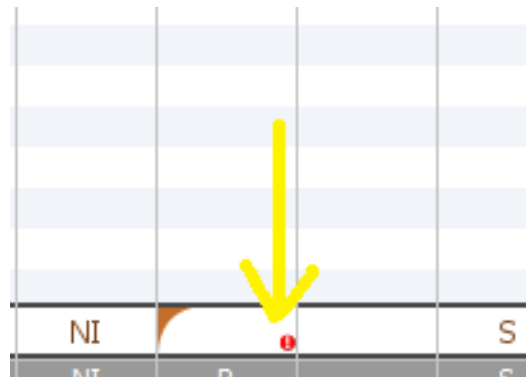


Diagram 9

To change it back to the calculated score right click on the score and select "Revert to Calculated Grade".

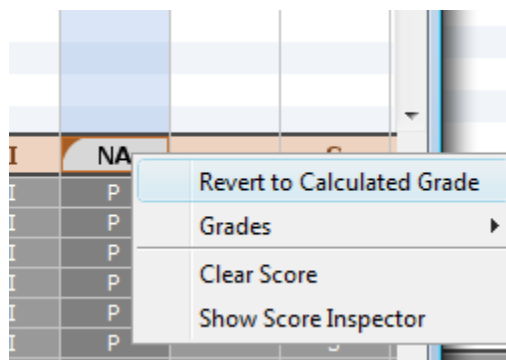


Diagram 10

If an error is made before saving click on "Revert."
Remember to click save after each change.

Clearing Grades

Errors can be made when entering grades. It may be that an assignment was given the incorrect standards or a student was assigned a score for which the assignment was missing.

Grades can be changed in each mode.

If a grade is changed in the assignments mode then it is also changed in the assignment section in student views mode and vice-versa.

Clearing grades in the Final Grades mode only affects that Mode and the final score in the Student View mode the associated reporting term. The grades are still in the assignment and Student Views mode. The Final score in the Student Views mode will show an exclamation sign and no score.

Changing the final score in the Student Views mode will also change the score in the Final Grades mode.

To revert to the grades that were in the Final Grades mode use the Student Views mode and changed back each standard by right clicking in the cells with exclamation signs and selecting "Revert to Calculated Grade"

Grades on each standard can be cleared by simply right clicking on the standard and selecting "Clear Scores".

Clearing a score for a standard associated to an assignment does not clear the score in the final mode (rather the grades are recalculated unless the score is the only score for that standard), since scores in the final mode is an average of all scores for that standard.

Mass Fill Scores

There are times when **"all"** students get the same grade for a standard. To enter these grade simply right click on the name of the standard and select "Quick Fill" then click on the required grade.

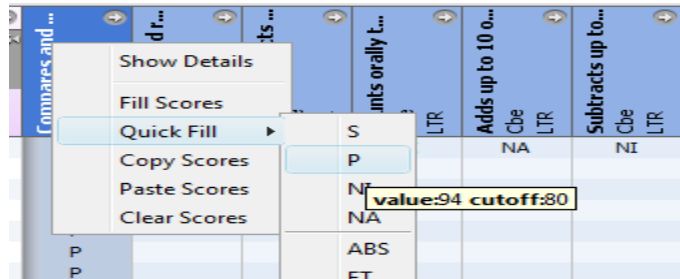


Diagram 11

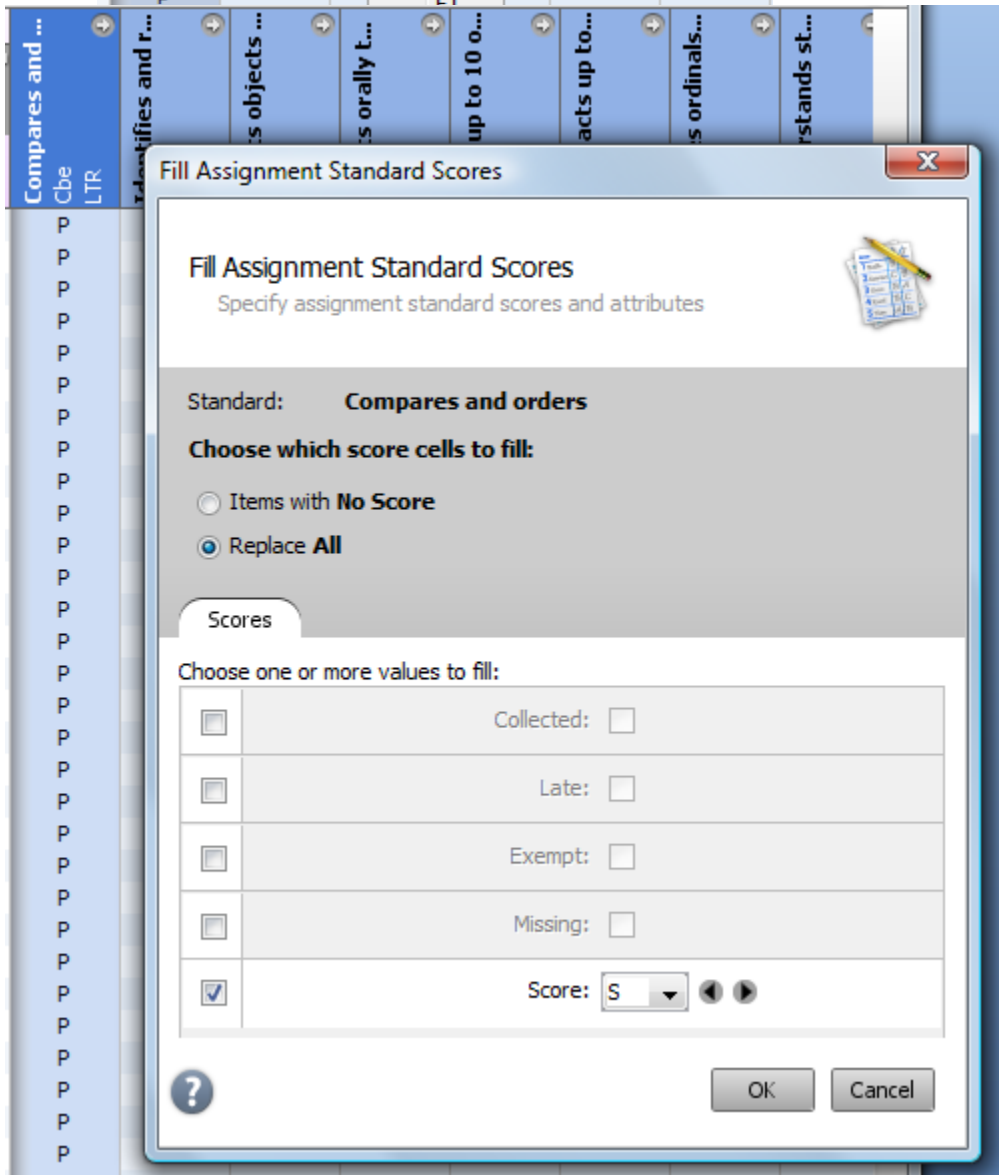


Diagram 12

N.B. If grades are already entered one needs to select "Fill scores".

In the pop up window select the checkmark to the left of Score and select the Grade. Click ok.

Now if grades need to be changed for a few students, just change those individually.

How to Enter comments

Comments are entered using the Academic (Homeroom) Course. Comments can be entered in the Final Grade Mode or Students View mode.

Select required term (T1, T2, S1, and S2).

Final Grade Mode

- Click on final grade mode
- In the "Terms Comments" column of each student right click and click "Fill comments".
- To fill all students with the same comment right click "Term Comments" and click "Fill Comments". All previous comments should be cleared for that reporting term before performing this operation.

Student Views Mode

Under Term Comments right click in the final score row and click "Show Comment Inspector". Enter the comment(s).

Grade Placement for Next Year is also entered using the Academic course. This data is only entered in semester 2.

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