

# ClassMate Web: *Knowledge Grading*

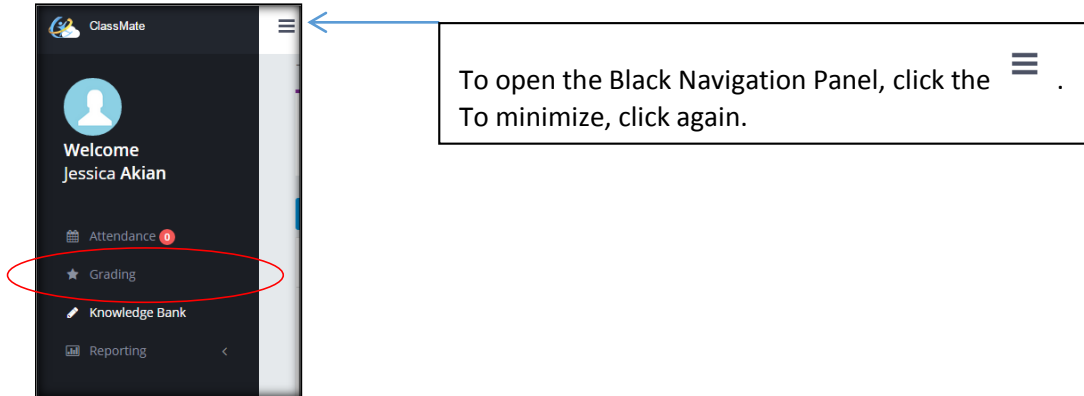


As of: September 23, 2015

## Entering a Knowledge Activity Grade

### Getting Started

Open Black Navigation Panel > Select Grading

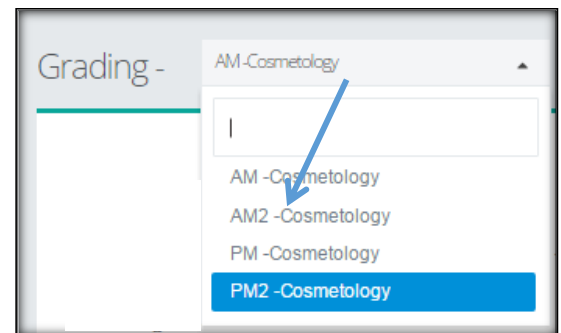
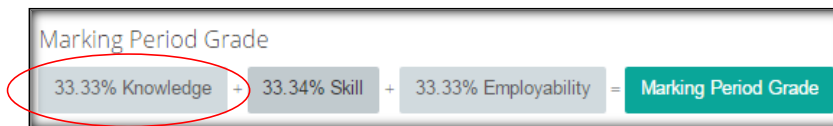


### Pre-Requisite for Entering a Knowledge Activity Grade

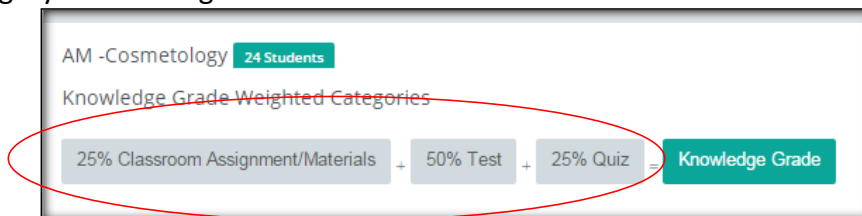
1. Create Knowledge Activities in the Knowledge Bank
2. ASSIGN activities to your students (this is the only area to assign activities to students)

### Entering a Knowledge Activity Grade

1. Click on the existing class dropdown, to select a class
2. Click on the KNOWLEDGE Component of your Marking Period Grade



3. Option A: If you are using WEIGHTED knowledge categories, you will need to click on a category to enter a grade within.



Option B: If you are not using weighted knowledge categories, you will need to click on the Earned Points button. Non weighted knowledge grading uses an Earned Points/Total Points equation.

AM2 -Cosmetology 20 Students

Knowledge Grade earned/total points

Earned Points /total points = Knowledge Grade

4. Find the student and Knowledge Activity you wish to grade, enter the numerical grade in the Grade column.
- The date will default to today's date, you may change the date.
  - The REQ column is used to identify if this activity will count toward the knowledge grade. If it is for informational purposes only, change the T to an F.
  - The Max Points for the activity will be displayed
  - The students overall category grade or Knowledge Grade (depending if using weights or not) will be displayed

ACTIVITY NAME	MAX POINTS	BURSON, ALEXIS			BURSON, KRISTEN			DEANGELO, KARLEE			DEANGELO, SAMYYAH		
		TEST GRADE: 74	TEST GRADE: 92	TEST GRADE: 56	TEST GRADE: 73								
		GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ
History and Career Opportunities Test	100 TM TR TS	85	09/23/201	T	78	09/10/201	T	26	09/10/201	T	88	09/22/201	T
Shampooing, Rinsing, and Conditioning Test	100	87	09/23/201	T			T			T			T
Principles of Hair Design	100 TR			T			T			T			T
Hairstyling Test	100	67	09/23/201	T			T			T			T
Bloodborne Pathogens	100 TM TR TS	85	09/17/201	T	100	09/18/201	T		01/01/190	T	40	09/22/201	T

5. To change the view of Knowledge Activities & students to be reverse, click the blue reverse button.



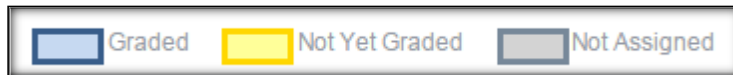
Notes:

1. You can sort by the left column in the grid; student or Activity (depending on what view you are using) and also use the Search bar. Take advantage of this when grading so you can see all items in your screen without scrolling up and down continuously.

ACTIVITY NAME	MAX POINTS	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN
History and Career Opportunities Test	100 TM TR TS	85	09/23/201	T	78	09/10/201	T	26	09/10/201	T	88	09/22/201

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

- If you are using Technical Academics, you can view which Technical Academics are attached to the assignment. Look for the Technical Academic codes: TM, TR, TS, etc.
- A legend appears on the bottom, which serves as a key to the colors you will see on the screen.



- Reminder, you cannot assign from the Knowledge Grading screen, you must assign in the Knowledge Bank screen only.