

ClassMate Web: *Skill Grading*



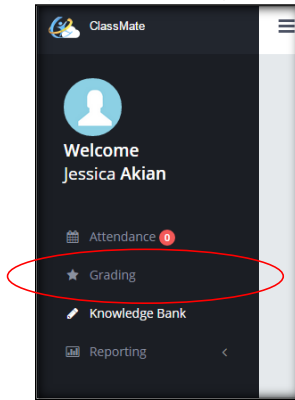
As of: November 6, 2015


Skill Grading

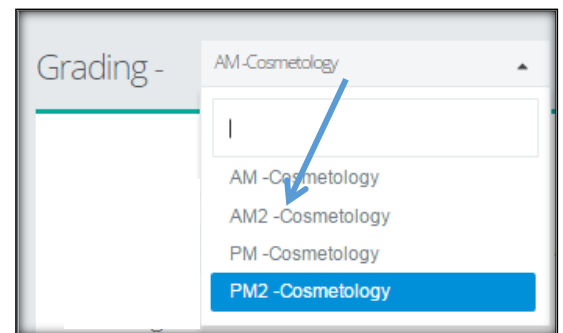
Entering a Skill Grade

Getting Started

Open Black Navigation Panel > Select Grading

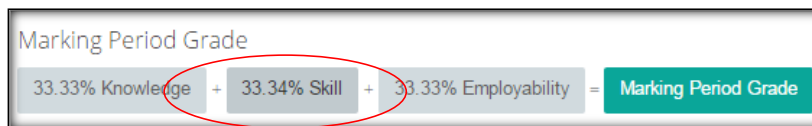


To open the Black Navigation Panel, click the .
To minimize, click again.

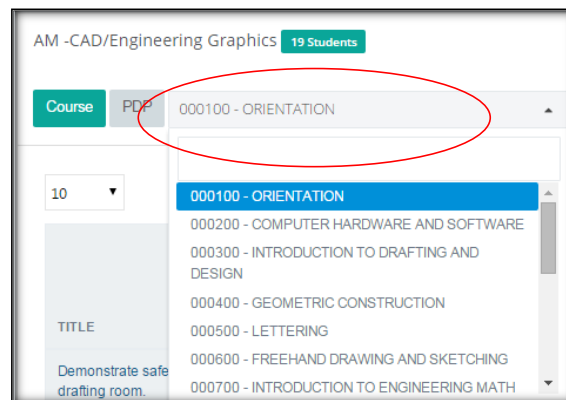


Entering a Skill Grade

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



3. Select a DUTY from the dropdown, so that all the tasks within that duty will display



- Find the student and or Task/Skill/Comp you wish to grade, enter the rubric grade in the Grade box. The date will default to today's date, you may change the date.

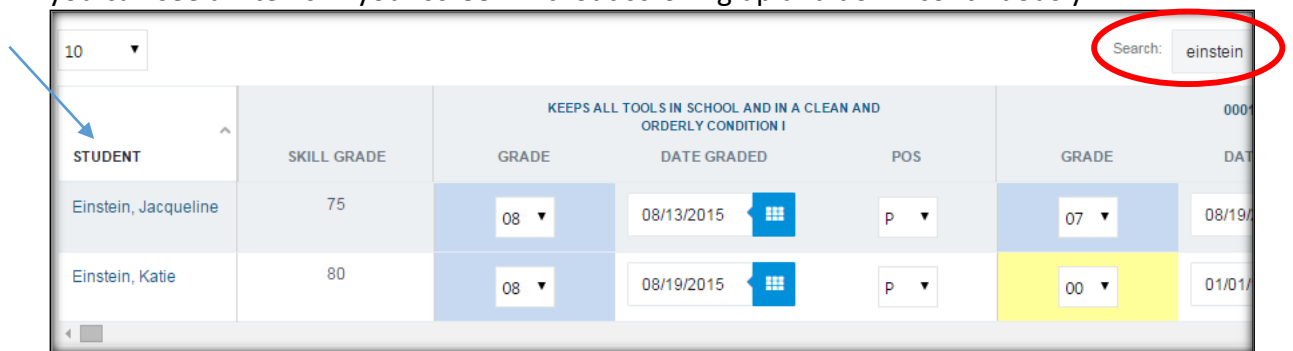
STUDENT	SKILL GRADE	KEEPS ALL TOOLS IN SCHOOL AND IN A CLEAN AND ORDERLY CONDITION I			KEEPS ALL TOOLS IN SCHOOL AND ORDERLY CONDITION		
		GRADE	DATE GRADED	POS	GRADE	DATE GRADED	
Burson, Alexis	50	02	08/21/2015	D	00	09/26/2013	
Burson, Kristen	55	04	08/21/2015	D	00	08/19/2015	
DeAngelo, Karlee	73	05	08/11/2015		09	08/12/2015	
DeAngelo, Samyyah	65	05	08/11/2015	P	08	08/19/2015	
Einstein, Jacqueline	75	08	08/13/2015	P	07	08/19/2015	
Einstein, Katie	80	08	08/19/2015	P	00	01/01/1900	
Garfield, Kaide	75	08	08/19/2015	P	09	08/19/2015	

- The rubric scale may differ depending on your schools policy.
- To change the view of tasks & students to be reverse, click the blue reverse button



Notes:

- You can sort by the left column in the grid; student or task (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.



STUDENT	SKILL GRADE	GRADE	DATE GRADED	POS	GRADE	DATE GRADED
Einstein, Jacqueline	75	08	08/13/2015	P	07	08/19/2015
Einstein, Katie	80	08	08/19/2015	P	00	01/01/1900

- The students overall Skill grade is visible at all times.

When Tasks are listed in the far left column

BURSON, ALEXIS	BURSON, KRISTEN
61	70

When Students are listed in the far left column

STUDENT	SKILL GRADE
Burson, Alexis	61
Burson, Kristen	70
DeAngelo, Karlee	73
DeAngelo, Samyyah	65

3. A legend appears on the bottom, which serves as a key to the colors you will see on the screen.



4. The POS column will only appear for your school if you have purchased the POS Grading add-on.

