

ClassMate Web: *Work Ethics Grading*

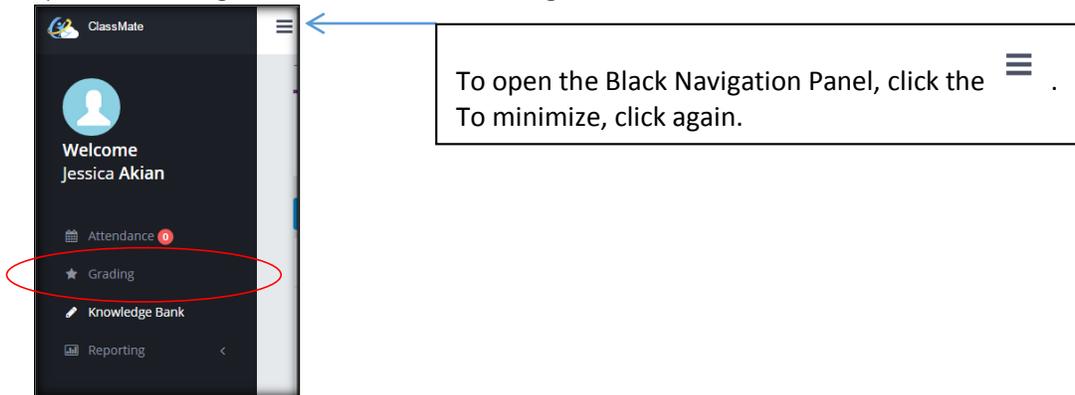


As of: September 23, 2015

Adjusting a Work Ethic Grade

Getting Started

Open Black Navigation Panel > Select Grading

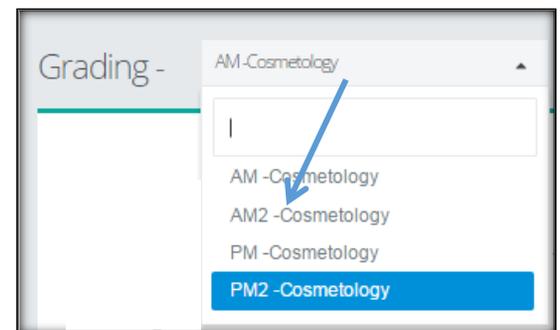
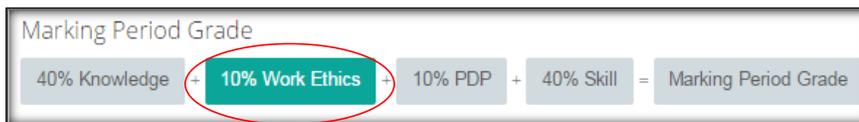


Pre-Requisite for Adjusting a Work Ethic Grade

1. Attendance must be taken for that student, for that class, for that date.

Adjusting a Work Ethic Grade

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



3. Find the student and WE (Work Ethic) Date you wish to adjust, update the rubric grade in the Grade column, from what the default grade was.
 - The listing of dates starts at the first day of school, it will show you every day of the school year.
 - You will want to use the Search box to find a specific date, format should be typed as: dd/mm/yy (you must use the / when entering the date)
 - The students overall WE Grade will be displayed.



WE DATE	GRADE	WE DATE	GRADE	WE DATE	GRADE	WE DATE	GRADE	WE DATE	GRADE
09/23/2015	10	09/23/2015	10	09/23/2015	0	09/23/2015	10	09/23/2015	0
	CO-OP Student - Present At Work		Student Present		Absent Unexcused		Student Present		Absent Unexcused

- To change the view of WE Dates & students to be reverse, click the blue reverse button.



Notes:

- You can sort by the left column in the grid; student or WE Date (depending on what view you are using).



WE DATE	GRADE	BURSON, MATTHEW WE GRADE: 3	GRADE	BURSON, EVAN WE GRADE: 2	GRADE	BURSON, BRANDON WE GRADE: 3	GRADE	COOPER, JACOB WE GRADE: 3	GRADE	DEANGELO, ZAKORY WE GRADE: 3	FE
09/23/2015	10	CO-OP Student - Present At Work	10	Student Present	0	Absent Unexcused	10	Student Present	0	Absent Unexcused	10

- Reminder, you cannot adjust a Work Ethic grade that does not exist yet, you must first take attendance so that the default work ethic grade appears, then you can adjust it.
- You can also use the Work Ethic column in the Attendance Screen to adjust WE grades. In the grading screen, though, it allows you to see the entire school year worth of grades for the students.
- No comments can be entered in the WE Grading screen.