ClassMate Web: *Teacher Grading*
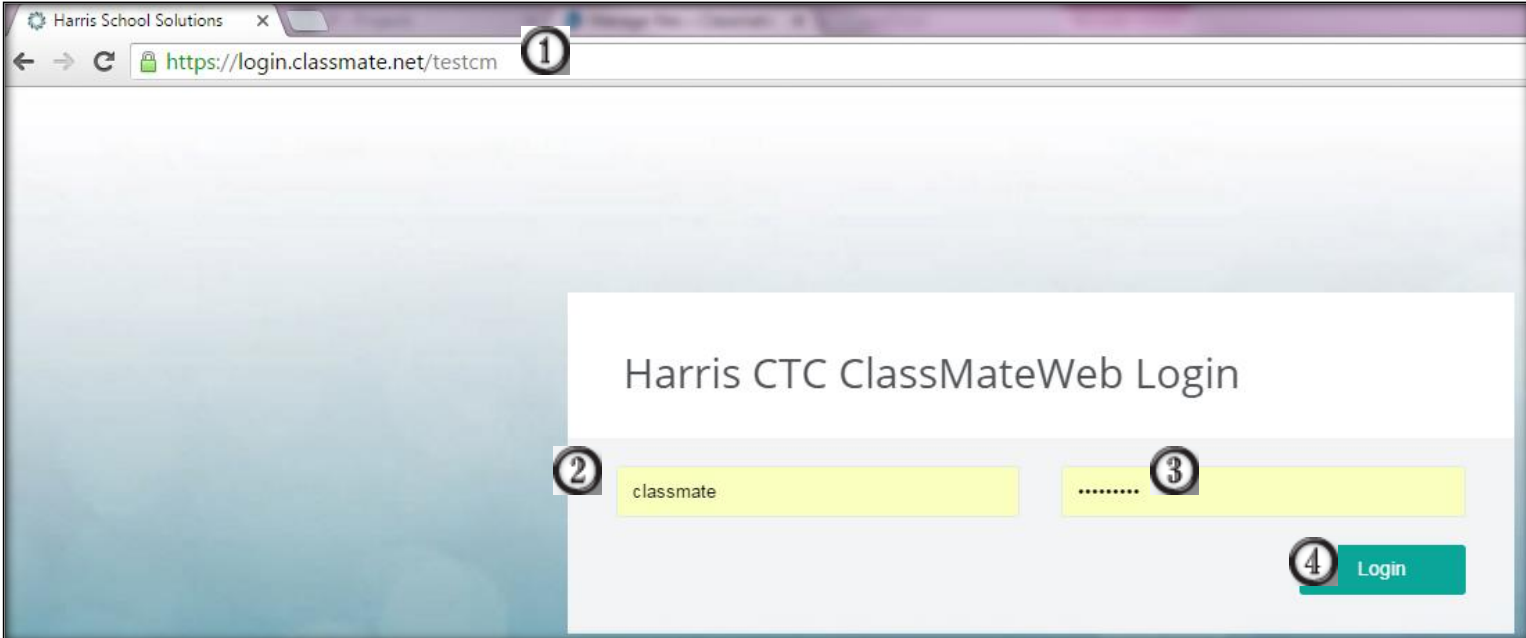
ClassMate Web: *Teacher Grading*

Getting Started

ClassMate Web is available to users 24 hours a day, seven days a week. Accessing the site is as easy as logging into a computer that has internet access and opening a browser.

①   Enter the **URL** provided to access your site – login.classmate.net/*your schools acronym*

②   Enter your **Username**

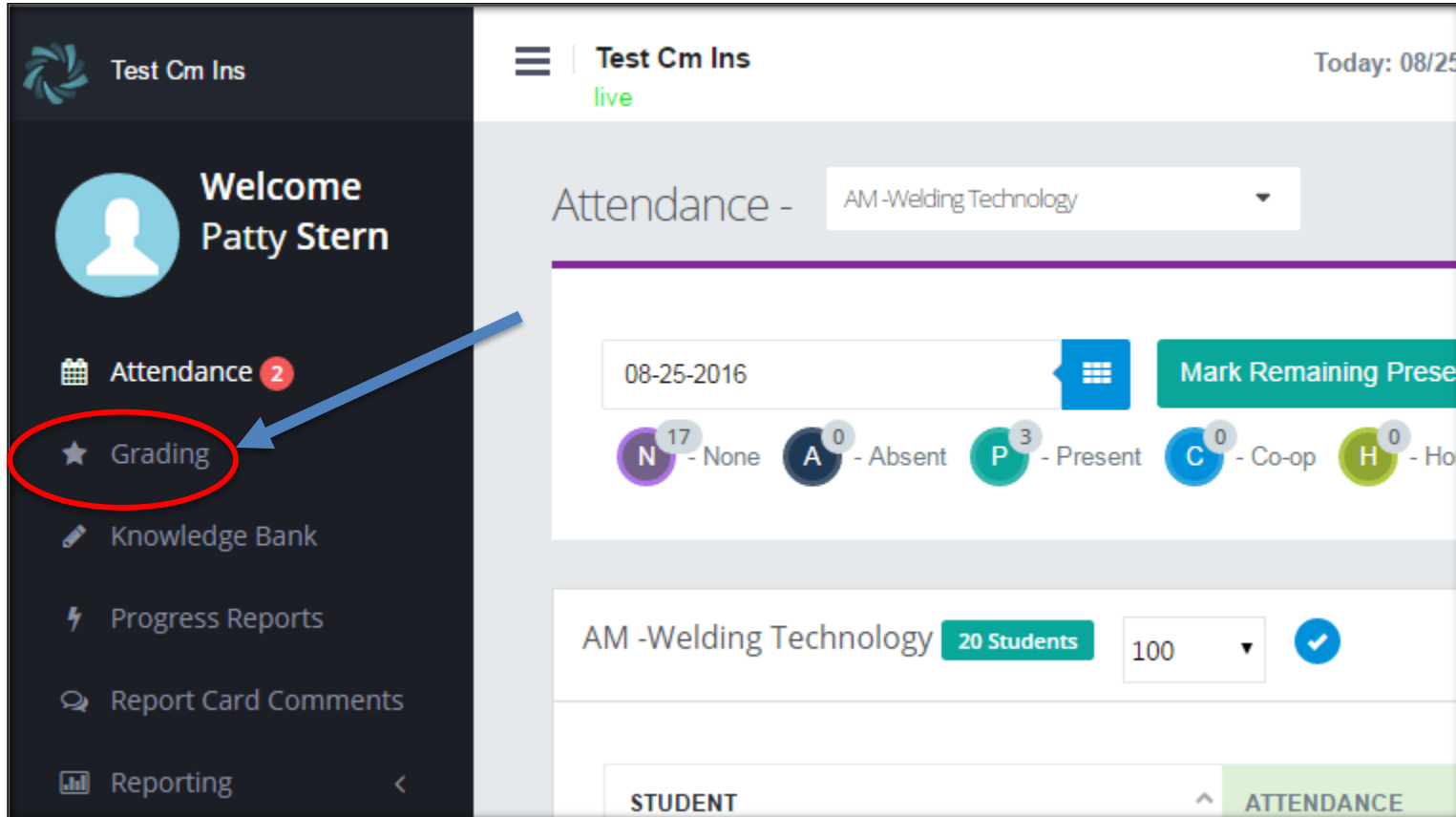③   Enter your **Password**

④   Click the **GREEN** Login button

ClassMate Web: *Teacher Grading*

Navigating to the Grading Screen/Dashboard

After logging into the ClassMate Web Site by default the system will open to the Attendance Dashboard.
To get to the Grading Screen, click on the Grading link in the black Navigation Panel.
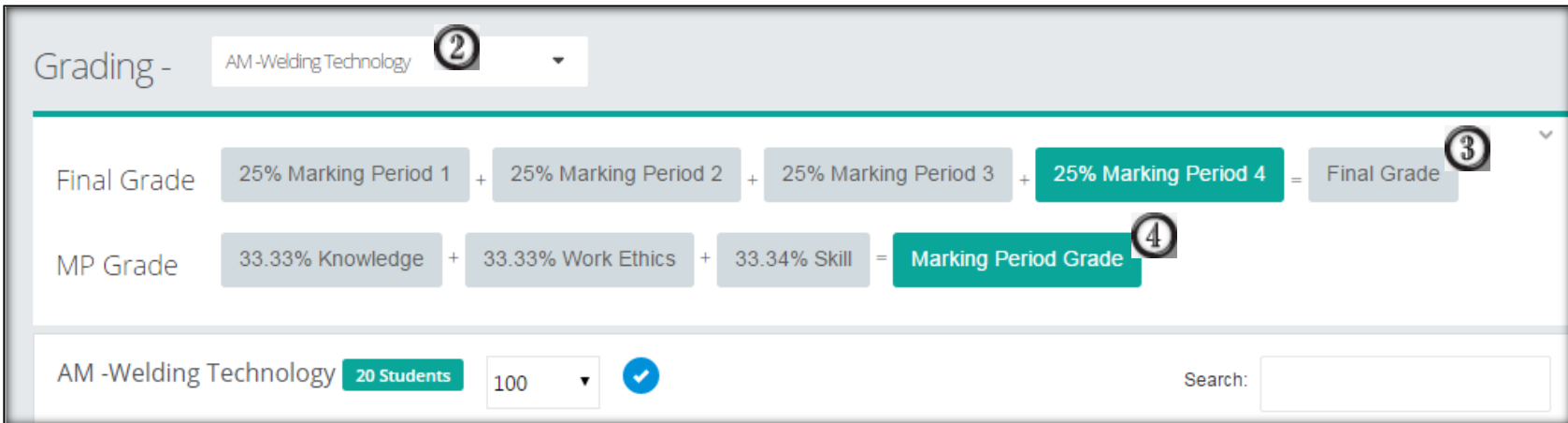
ClassMate Web: *Teacher Grading*

Understanding the Grading Dashboard

① **Grading** — This screen is used to view your Final Formula, Marking Period Formula and each individual students progress overall. Each of the green interactive buttons will dig into the details for that particular component.

② **Class Selection** — Drop Down menu with all classes taught by the user. This is a sticky field, so the class you select will "Hold" when moving through the website until you change the class again.

③ **Final Grade** — This is the formula that is set up for the class selected. Each interactive button will bring you to the data included within that Marking/Grading Period.

④ **MP Grade** — This is the formula that is set up for the class selected. These are the different components used to make up the students Marking/Grading Period Grade. Each interactive button will bring you to the data included within that Component and allow you to enter grades. By clicking the Green interactive Marking Period Grade button, this will always bring you back to the Grading dashboard.

ClassMate Web: *Teacher Grading*

Understanding the Grading Dashboard

⑤ Student Listing — This is a list of all the students enrolled in your class. You will see the overall grade to date (MP), as well as each component grade (Knowledge, WE, Skill). Any grade in RED highlight is a failing component. Any student who does not have an MP grade is because they are missing a component grade.

⑥ Important Dates — These are the First and Last Dates of your Marking/Grading Periods, along with the dates that Progress Reports are due.

ClassMate Web: *Teacher Grading*

Entering Grades – Knowledge Grading

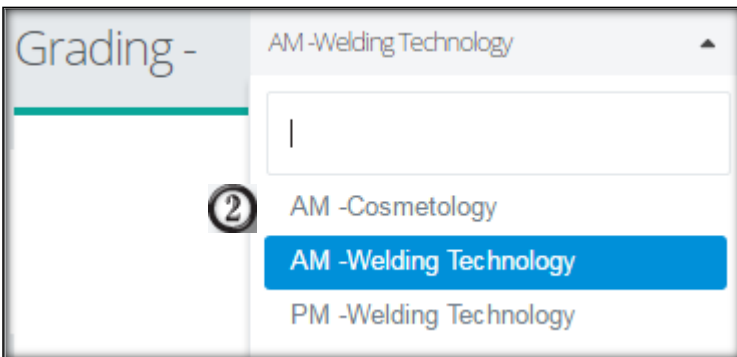① Click the Interactive Knowledge Button from the Grading screen.

② Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)

③ Click on the Knowledge Category dropdown to select a pre-defined Knowledge Category, and to show all the activities that were created under that category. (These activities are all set up in your Knowledge Bank)
Note: The below caption is NOT USING Knowledge Category Weights. Therefore the Knowledge Grade is calculated using a Earned Points / Total Points calculation.
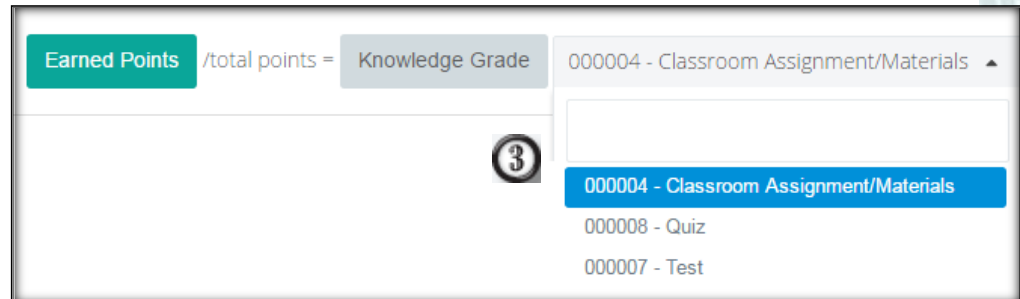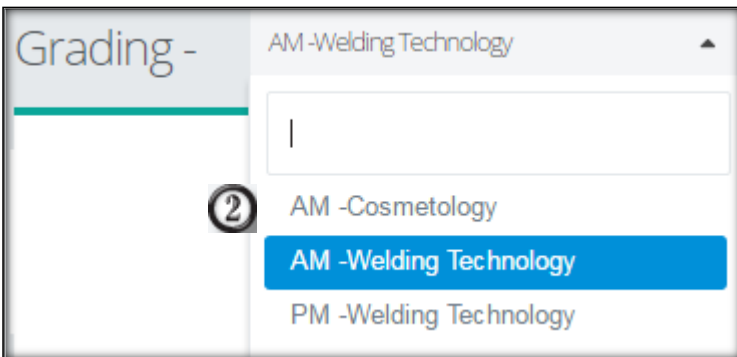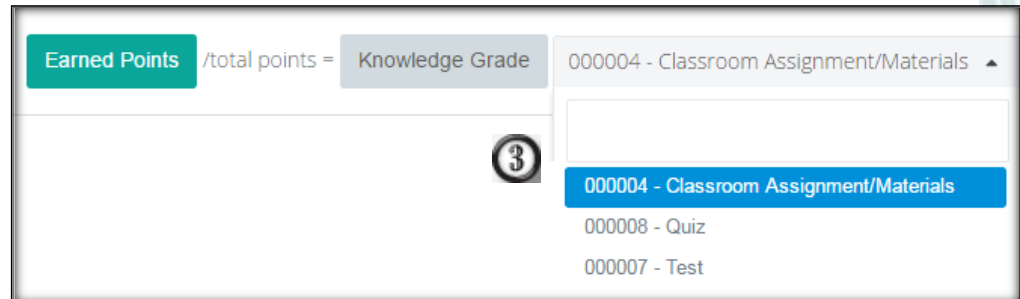
ClassMate Web: *Teacher Grading*

Entering Grades – Knowledge Grading   Non Weighted Knowledge Grading

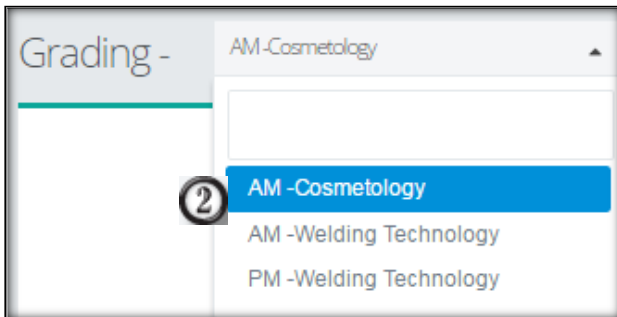① Click the Interactive Knowledge Button from the Grading screen.

② Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)

③ Click on the Knowledge Category dropdown to select a pre-defined Knowledge Category, and to show all the activities that were created under that category. (These activities are all set up in your Knowledge Bank)
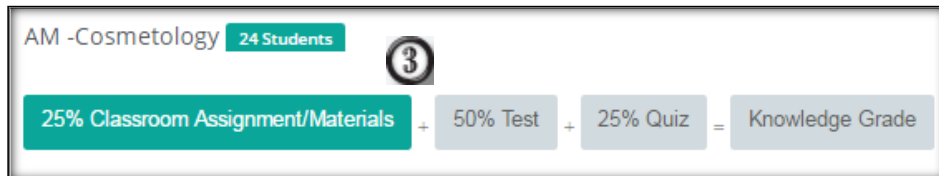Note: The below picture is NOT USING Knowledge Category Weights. Therefore the Knowledge Grade is calculated using a Earned Points / Total Points calculation.

ClassMate Web: *Teacher Grading*

Entering Grades – Knowledge Grading   Weighted Knowledge Grading

① Click the Interactive Knowledge Button from the Grading screen.

② Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)

③ Click on the Weighted Knowledge Category button to view Weighted Knowledge Activities that were created under that category. (These activities are all set up in your Knowledge Bank)
Note: The below picture is USING Knowledge Category Weights.

ClassMate Web: *Teacher Grading*

Entering Grades – Knowledge Grading

④ Find the activity that needs a grade entered (you can use the search field!).

⑤ Click in the box for the correct student and enter grade.

| Search: | fractions | ⟳ |

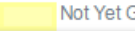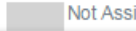| ACTIVITY NAME	MAX POINTS	BURSON ARTHUR KNW : 78 GRADE	COOPER KARINA KNW : 45 GRADE	COOPER TYLER KNW : 69 GRADE	COOPER EDWARD KNW : 72 GRADE	COOPER SETH KNW : 92 GRADE
reducing fractions	100	+	50 💬		80 💬	0 💬 F
add fractions	100	96 💬	88 💬	1.5 💬	90 💬	95 💬
add fractions change to mixed	100					

Legend: 🟩 Graded 🟨 Not Yet Graded ⬜ Not Assigned 🟪 Not Assigned in Sele

LEGEND

⟳	Switches the student name and activity names
MAX POINTS	Max number of points the activity is worth
Graded	Activity has been Graded within the current Marking Period
Not Yet Graded	Activity is assigned but not yet graded.
Not Assigned in Selected MP	Activity has been either assigned and/or graded but NOT within the current Marking Period. Does not count toward the current MP.
Not Assigned	Activity not yet assigned.
+	Click the + sign to Assign the activity and enter a grade right away.
💬	Allows you to enter a comment, change the date taken, and indicate whether or not the activity counts.
KNW : 78	Displays the current Knowledge Grade for that student.

ClassMate Web: *Teacher Grading*
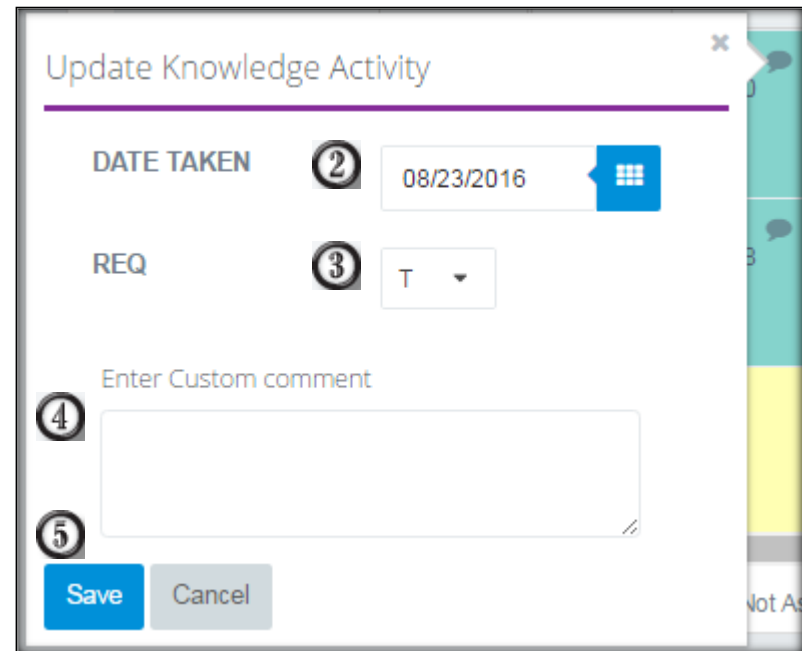
Entering Grades – Knowledge Grading
Inside the Knowledge Grading Comment Bubble

① Click the comment bubble next to a grade.
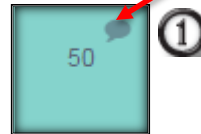
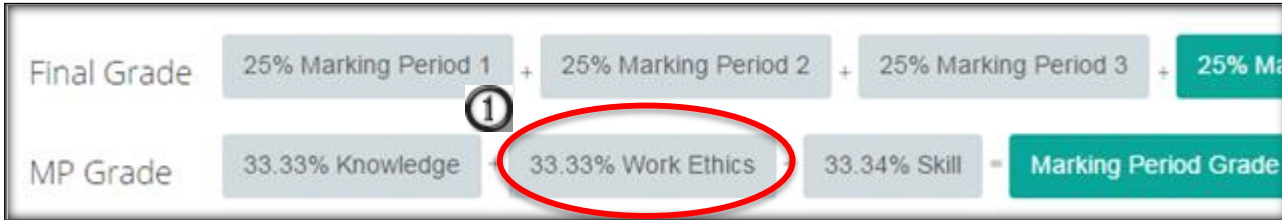A smaller screen will open with some options to update the Knowledge Activity:

② Change the Date Taken to the appropriate date if necessary

③ Change the REQ from a T (True – Included), to a F (False – Not Included) if you do not wish to count this grade.

④ Enter a Custom Comment in the box if you wish

⑤ Click the Blue Save button to save any/all changes

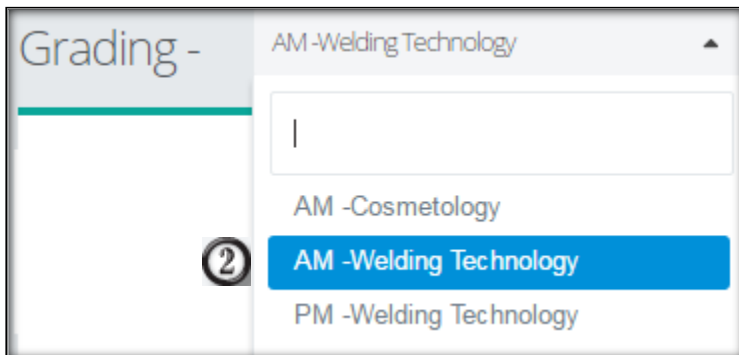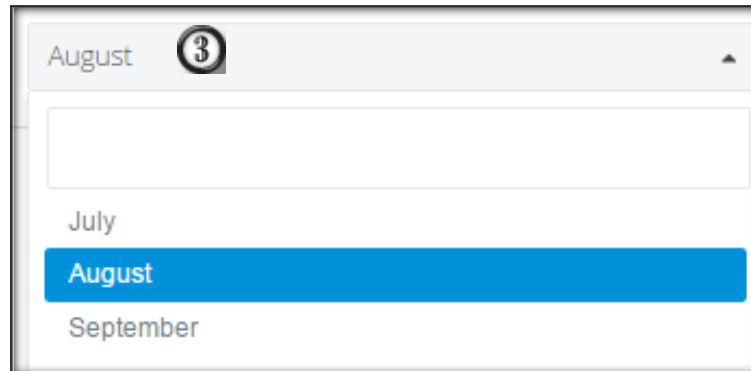# ClassMate Web: *Teacher Grading*

Entering Grades – Work Ethic Grading

① Click the Interactive Work Ethics Button from the Grading screen.

② Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)

③ By default, the current month will display, however you can change the month by clicking on the month dropdown and selecting a new month. Each date within the month will display.

ClassMate Web: *Teacher Grading*

Entering Grades – Work Ethic Grading

This screen will allow you to visually see any "holes" or missing attendance for students.

① View and/or update students Work Ethic Grades for each day.

② Notice on 8/3/16 and 8/5/16, no attendance has been taken!

③ By clicking on the WE grade, you can adjust from this screen

④ By clicking on the comment bubble you may also enter and/or adjust a WE comment.

Note: Attendance CANNOT be taken from this screen.

ClassMate Web: *Teacher Grading*
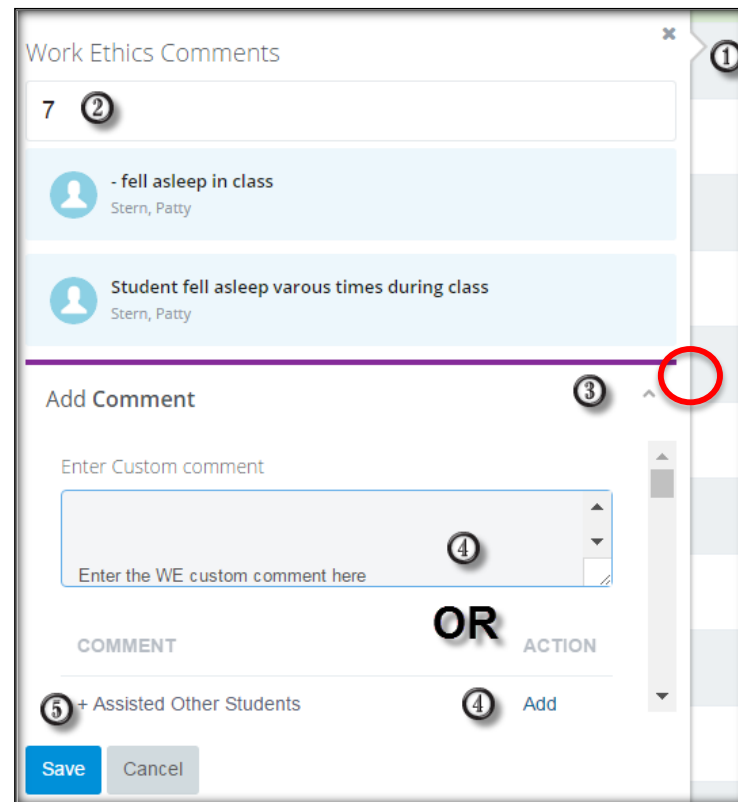
Entering Grades – Work Ethic Grading
Inside the Work Ethic Comment Bubble

① Click the comment bubble next to a grade.

A smaller screen will open for you to enter comments:

② Adjust the WE Grade if necessary

③ Click the small arrow to Add a Comment

④ Enter in a Custom Comment OR select a comment from the pre-defined comments list by clicking the "Add" button.

⑤ Click the Blue Save button

Work Ethics Comments ✕

7 ②

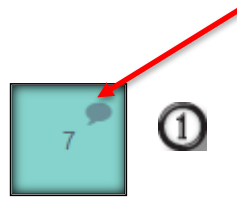- fell asleep in class
Stern, Patty

Student fell asleep varous times during class
Stern, Patty

Add **Comment** ③ ⌃

Enter Custom comment

Enter the WE custom comment here ④

OR

COMMENT   ACTION

⑤ + Assisted Other Students   ④ Add

Save   Cancel

ClassMate Web: *Teacher Grading*

Entering Grades – Skill Grading

① Click the Interactive Skill Button from the Grading screen.

② Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)
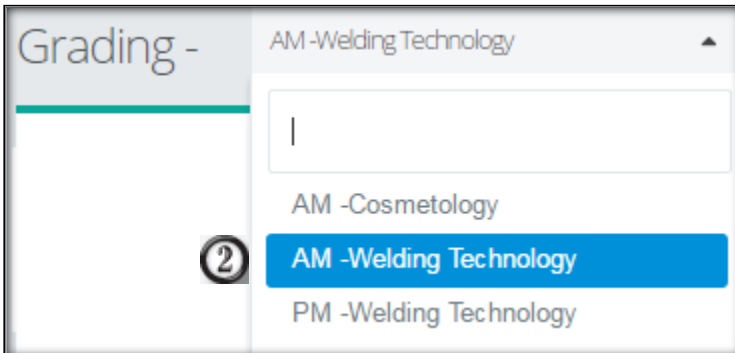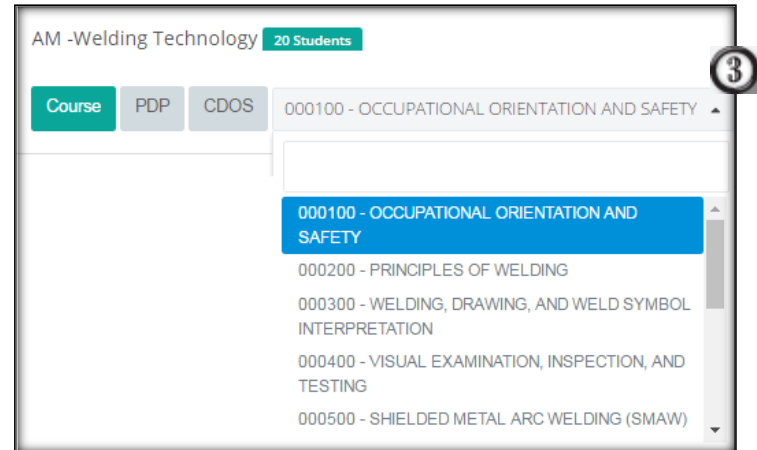
③ By default, the first Duty Folder will populate with all the corresponding tasks listing below. Select the Duty folder to find the appropriate tasks to grade.
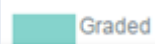
ClassMate Web: *Teacher Grading*

Entering Grades – Skill Grading

① Find the task that needs a grade entered (you can use the search field!).

② Click in the box for the correct student and enter grade

Search: housekeeping

TITLE	BURSON ARTHUR SKL: 73 GRADE	COOPER EDWARD SKL: 84 GRADE	COOPER KARINA SKL: 79 GRADE	COOPER SETH SKL: 73 GRADE	COOPER TYLER SKL: 88 GRADE
Perform housekeeping duties daily. ① L1	💬 9 ②	00	00	💬 8	00 F

Note: 00 means that the task is not graded and does not count for or against the students grade.

LEGEND

🔄	Switches the student name and activity names.
Graded	Task has been Graded.
Not Yet Graded	Task has not been graded.
💬	Allows you to enter a comment, change the date taken, indicate whether or not the activity counts and identify a POS Grading code (if this was purchased).
SKL: 73	Displays the current Skill Grade for that student.
L1	Displays the Level for the specific task
F	Identifies this task is not counting toward the students grade.

ClassMate Web: *Teacher Grading*
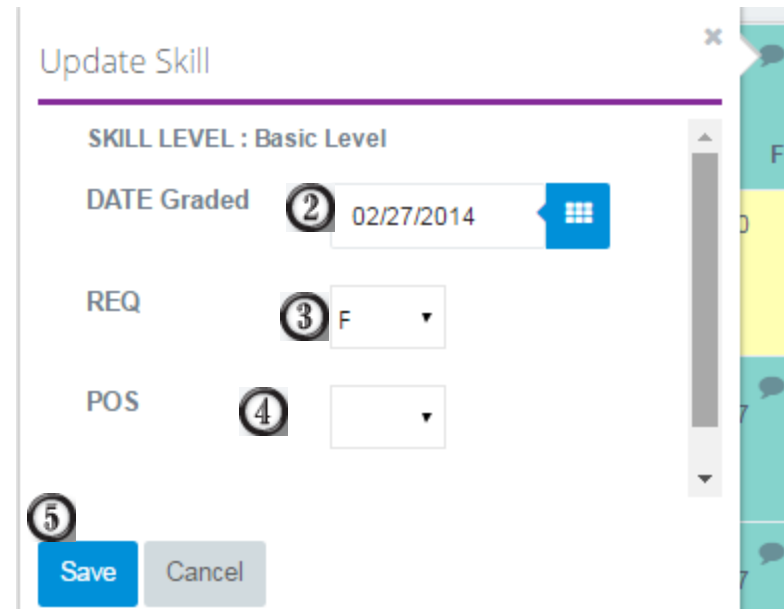
Entering Grades – Skill Grading
Inside the Skill Grading Comment Bubble

① Click the comment bubble next to a grade.
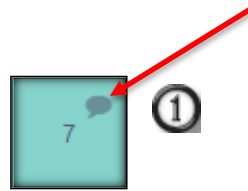
A smaller screen will open with some options to update the Task grade:

② Change the Date Taken to the appropriate date if necessary

③ Change the REQ from a T (True – Included), to a F (False – Not Included) if you do not wish to count this grade.

④ Enter in a POS Task Code (if purchased)

⑤ Click the Blue Save button to save any/all changes

Update Skill

SKILL LEVEL : Basic Level

DATE Graded ② 02/27/2014

REQ ③ F

POS ④

⑤ Save   Cancel

ClassMate

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Bath, PA 18014

Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1

www.classmate.net
http://harrisschoolsolutions.com/