

ClassMate Web: *Teacher Grading*

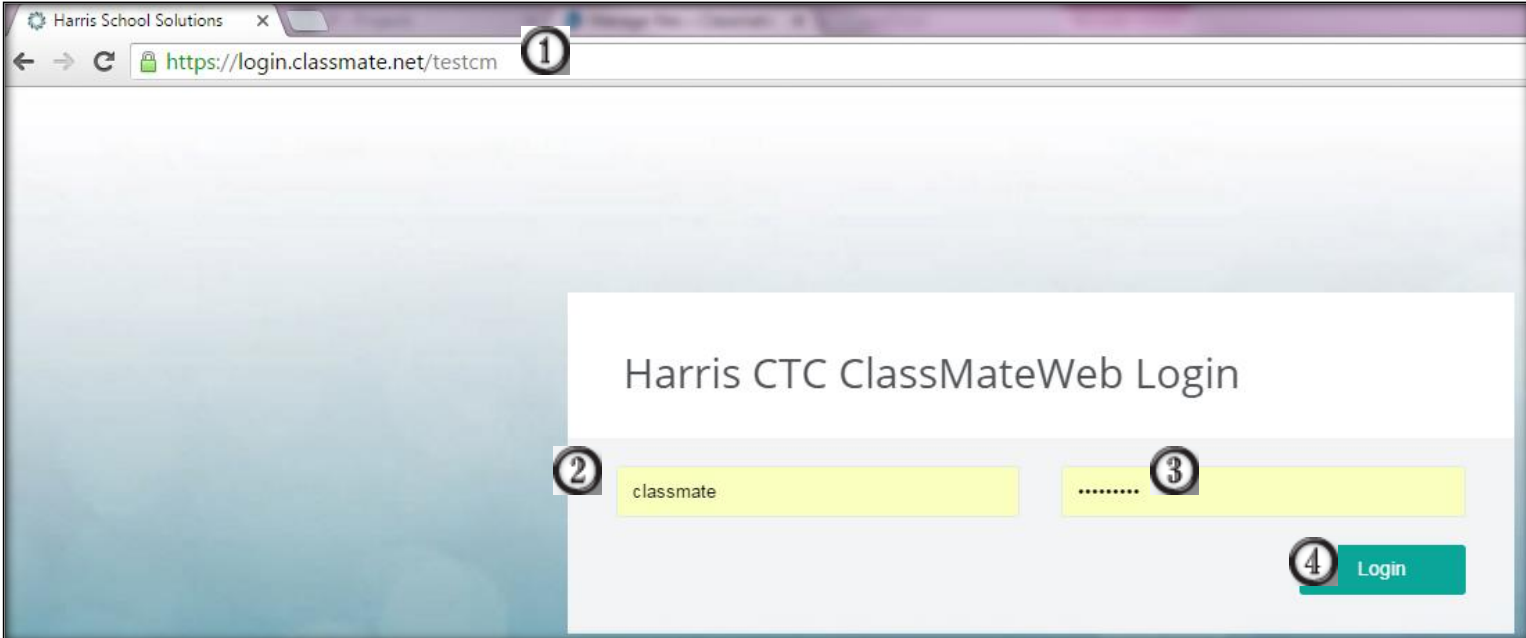


ClassMate Web: *Teacher Grading*

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



Harris School Solutions x

← → ↻ <https://login.classmate.net/testcm>

Harris CTC ClassMateWeb Login

classmate

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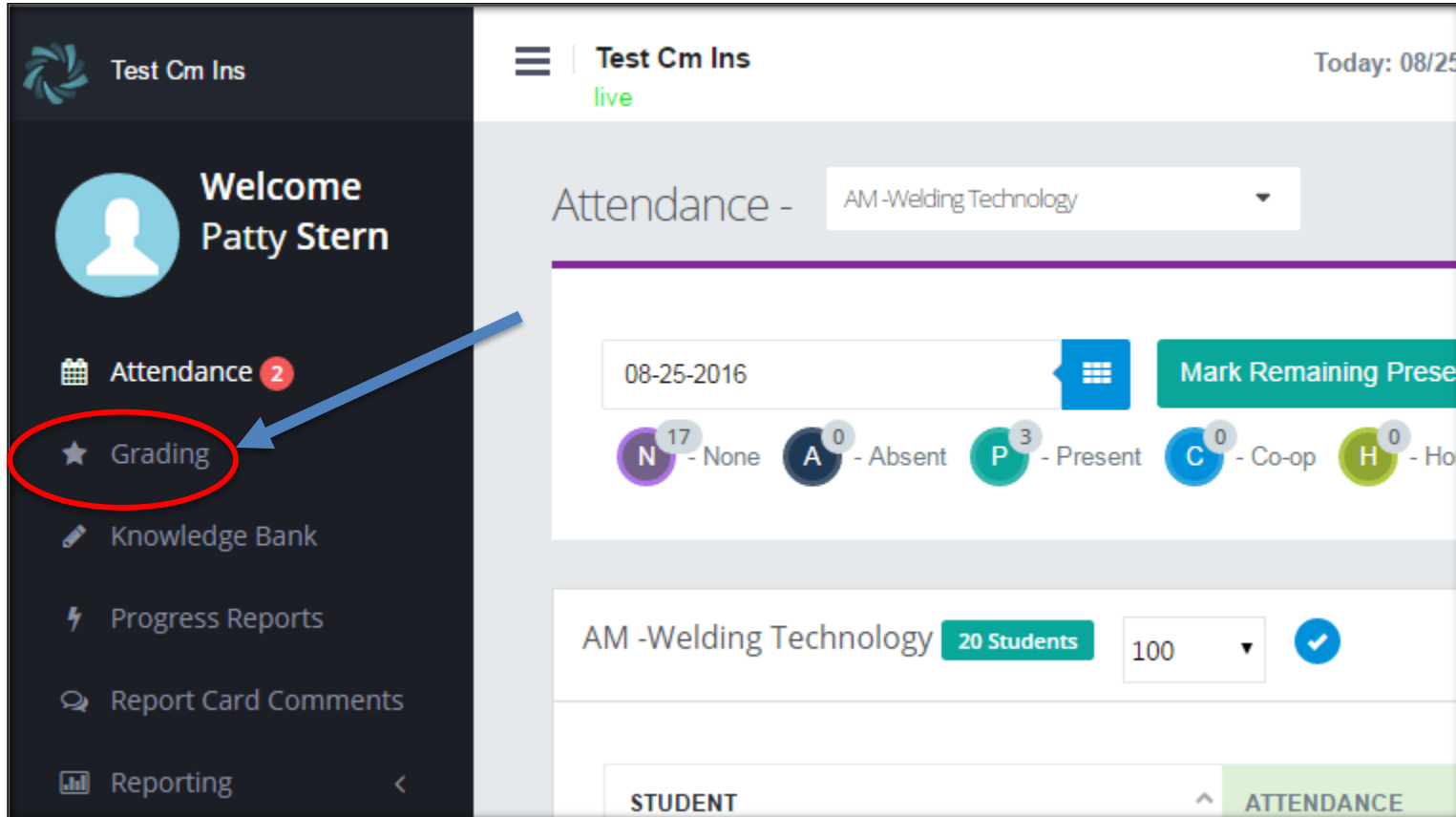
Login



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.



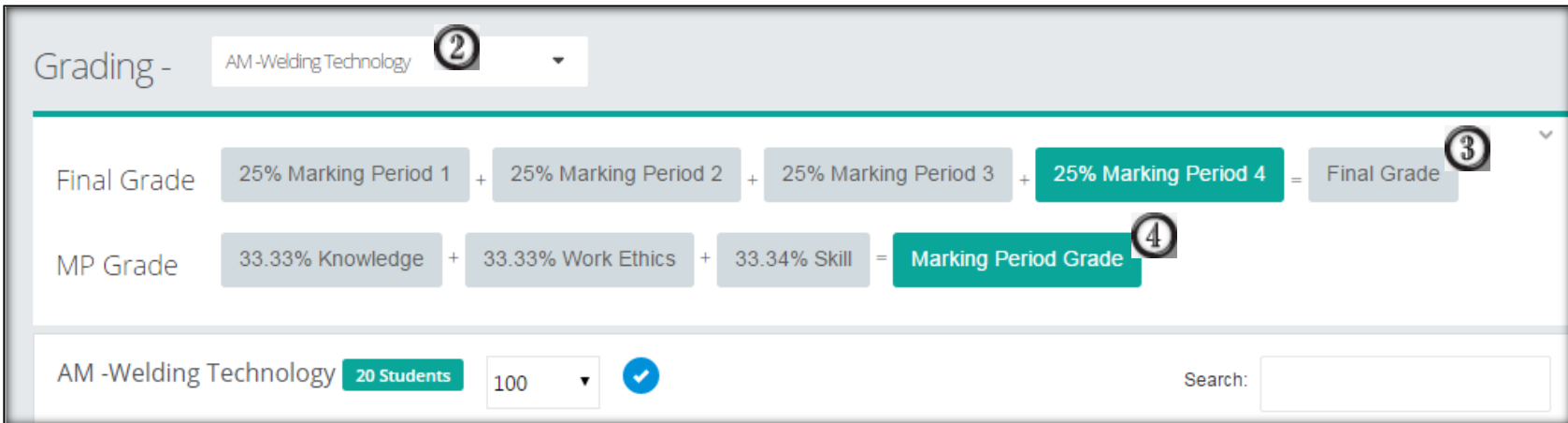
The screenshot displays the ClassMate Web interface. On the left is a dark navigation panel with the following items: 'Attendance' (with a red '2' badge), 'Grading' (circled in red with a blue arrow pointing to it), 'Knowledge Bank', 'Progress Reports', 'Report Card Comments', and 'Reporting'. The main content area shows the 'Attendance' dashboard for 'AM-Welding Technology' on '08-25-2016'. It includes a 'Mark Remaining Present' button and a summary for 'AM -Welding Technology' with '20 Students' and a '100' score. Below this is a table header with 'STUDENT' and 'ATTENDANCE' columns. The top right of the dashboard shows 'Today: 08/25'.



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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.



The screenshot shows the 'Grading' dashboard for the class 'AM -Welding Technology'. At the top, there is a class selection dropdown menu (labeled ②) showing 'AM -Welding Technology'. Below this, the 'Final Grade' formula is displayed as: 25% Marking Period 1 + 25% Marking Period 2 + 25% Marking Period 3 + 25% Marking Period 4 = Final Grade (labeled ③). The 'MP Grade' formula is shown as: 33.33% Knowledge + 33.33% Work Ethics + 33.34% Skill = Marking Period Grade (labeled ④). At the bottom, there is a summary for 'AM -Welding Technology' with '20 Students', a dropdown for '100', a checkmark icon, and a search bar.



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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.

AM -Welding Technology 20 Students

Search:

STUDENT 5	MP	KNOWLEDGE	WE	SKILL
Burson, Arthur ID#000011535	72	78	65	73
Cooper, Edward ID#000011629	72	72	60	84
Cooper, Karina ID#000010887	58	45	50	79
Cooper, Seth ID#000011708	76	91	65	73
Cooper, Tyler ID#000011510	69	69	51	88
Fenstermacher, Haley ID#000011519 co-op	64	91	68	34

6 Important Dates

MP	1ST DAY	LAST DAY	PROGRESS REPORT DUE
1	08/06/2015	10/29/2015	09/17/2015
2	10/30/2015	01/03/2016	12/04/2016
3	01/04/2016	05/16/2016	05/09/2016
4	07/20/2016	08/30/2016	



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Entering Grades – Knowledge Grading

- 1 Click the Interactive **Knowledge Button** from the Grading screen.

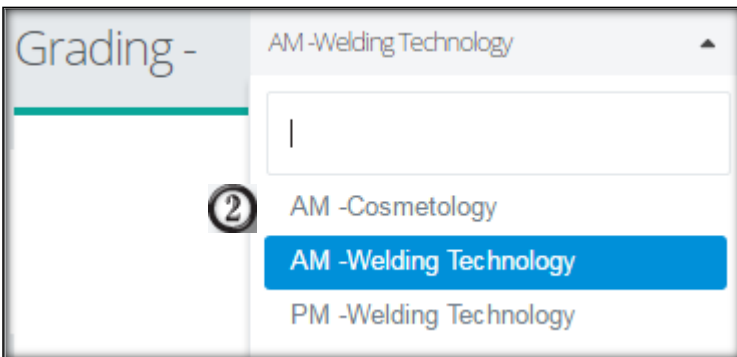


Final Grade: 25% Marking Period 1 + 25% Marking Period 2 + 25% Marking Period 3 + 25% Marking Period 4

MP Grade: 33.33% Knowledge + 33.33% Work Ethics + 33.34% Skill = Marking Period Grade

- 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.

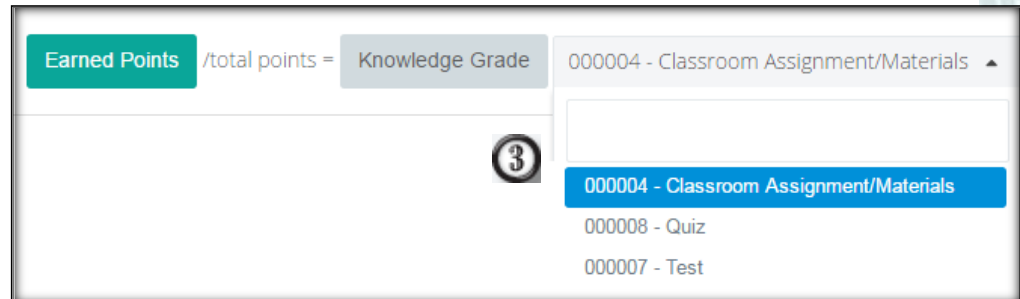


Grading - AM-Welding Technology

AM -Cosmetology

AM -Welding Technology

PM -Welding Technology



Earned Points /total points = Knowledge Grade

000004 - Classroom Assignment/Materials

000008 - Quiz

000007 - Test

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Entering Grades – Knowledge Grading

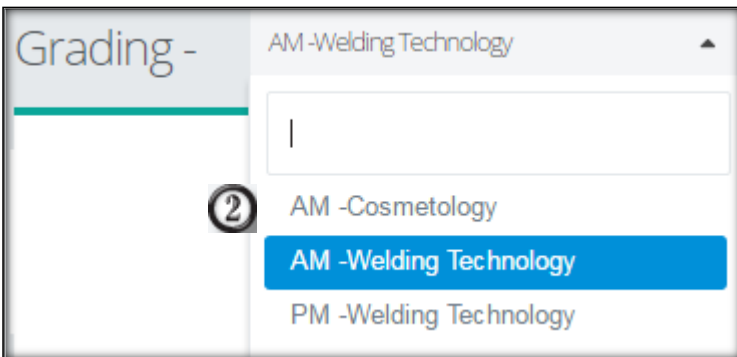
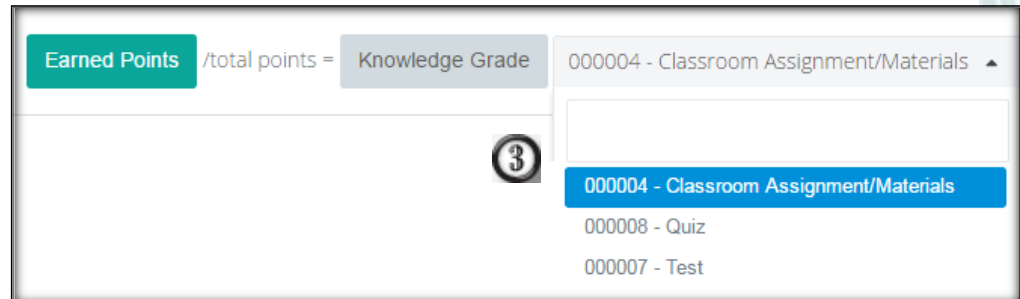
Non Weighted Knowledge Grading

- 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.

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Entering Grades – Knowledge Grading

Weighted Knowledge Grading

- 1 Click the Interactive [Knowledge Button](#) from the Grading screen.

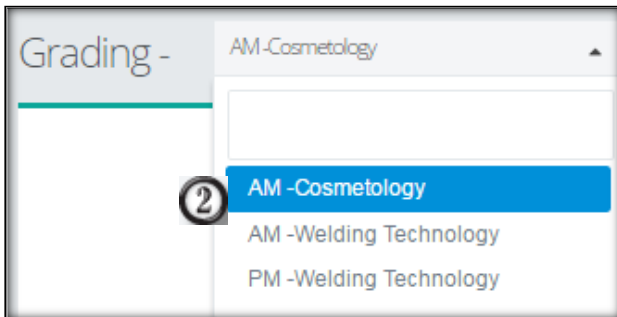


Final Grade ① 25% Marking Period 1 + 25% Marking Period 2 + 25% Marking Period 3 + 25% Ma

MP Grade 33.33% Knowledge → 33.33% Work Ethics + 33.34% Skill = Marking Period Grade

- 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.

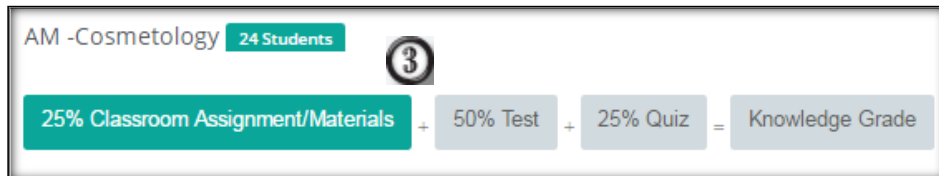


Grading - AM-Cosmetology

② AM -Cosmetology

AM -Welding Technology

PM -Welding Technology



AM -Cosmetology 24 Students ③


25% Classroom Assignment/Materials + 50% Test + 25% Quiz = Knowledge Grade



















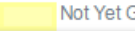
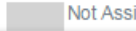

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Entering Grades – Knowledge Grading

- 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: 

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

 Graded  Not Yet Graded  Not Assigned  Not Assigned in Selected MP

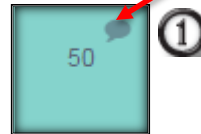
LEGEND	
	Switches the student name and activity names
	Max number of points the activity is worth
	Activity has been Graded within the current Marking Period
	Activity is assigned but not yet graded.
	Activity has been either assigned and/or graded but NOT within the current Marking Period. Does not count toward the current MP.
	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.
	Displays the current Knowledge Grade for that student.

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Entering Grades – Knowledge Grading

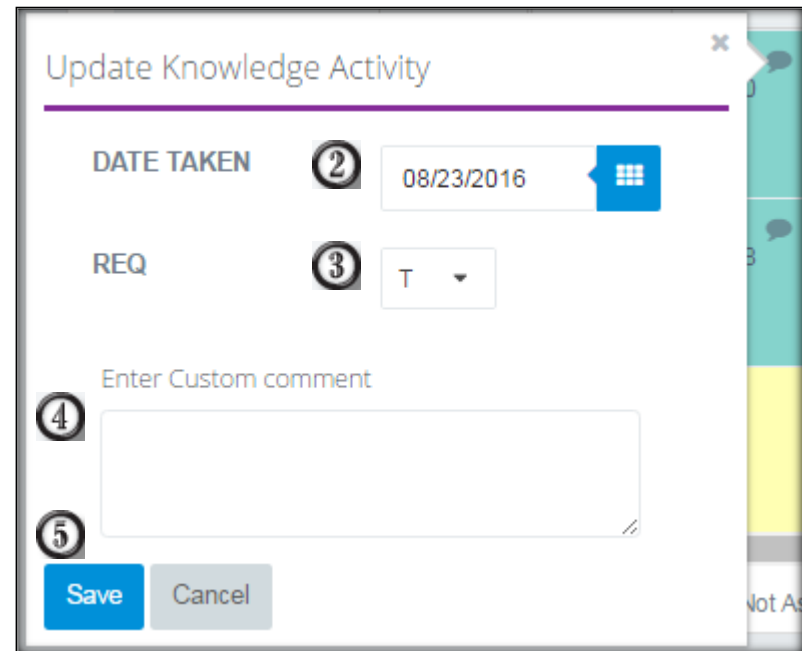
Inside the Knowledge Grading Comment Bubble

- 1 Click the comment bubble next to a grade.



A smaller screen will open with some options to update the Knowledge Activity:

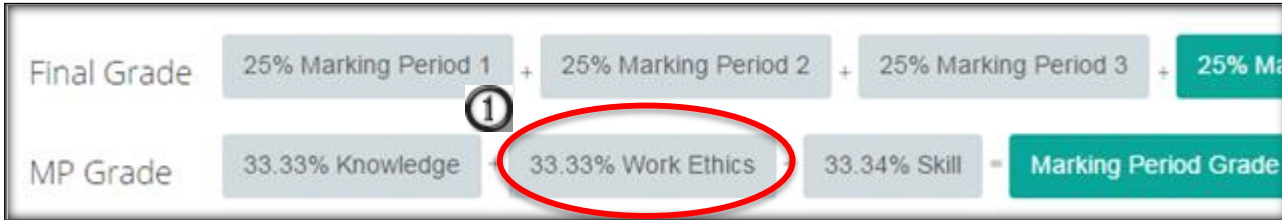
- 2 Change the Date Taken to the appropriate date if necessary
- 3 Change the REQ from a T (True – Included), to a F (False – Not Included) if you do not wish to count this grade.
- 4 Enter a Custom Comment in the box if you wish
- 5 Click the Blue Save button to save any/all changes



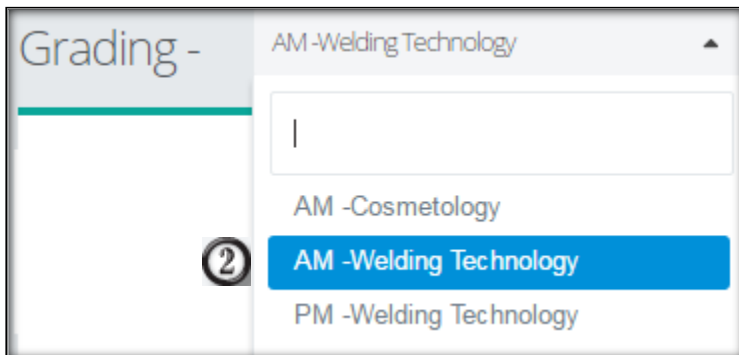
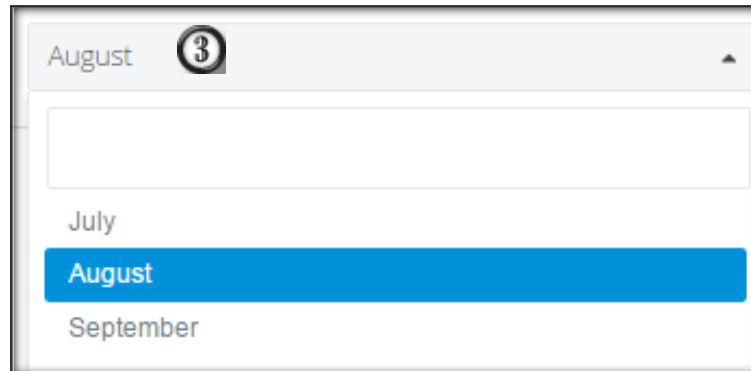

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Entering Grades – Work Ethic Grading

- 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.

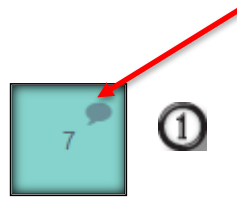
	BURSON ARTHUR WE : 63	COOPER EDWARD WE : 67	COOPER KARINA WE : 59	COOPER SETH WE : 74
WE DATE	GRADE	GRADE	GRADE	GRADE
08/02/2016	10  C	10  P	10  P	10  P
08/03/2016	②  			
08/04/2016	10  P	10  P	10  P	10  P
08/05/2016				
08/08/2016	0  A	10  P	0  A	10  P
08/09/2016	10  P	5  P ③	0  A	4  P ④



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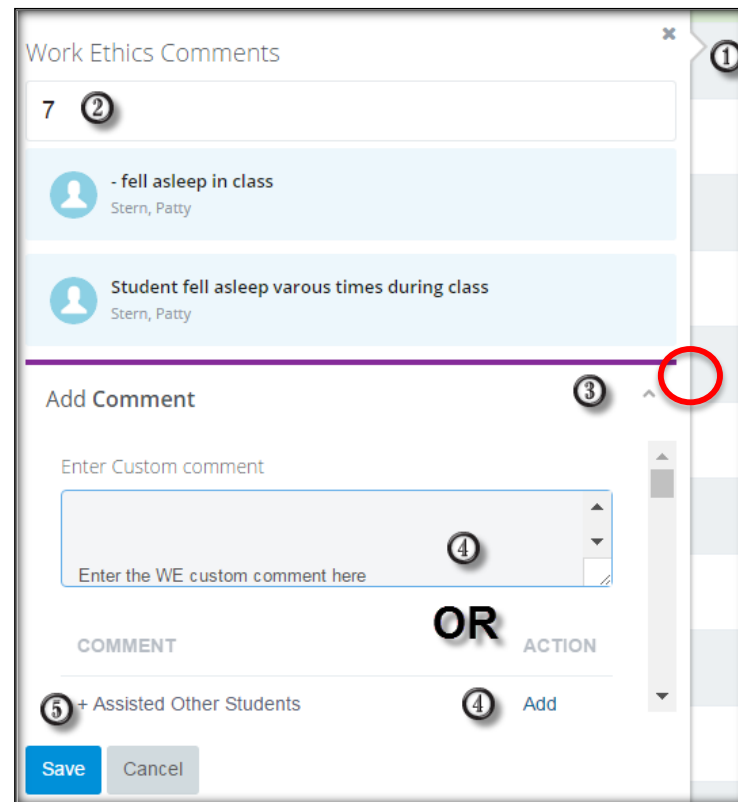
Entering Grades – Work Ethic Grading *Inside the Work Ethic Comment Bubble*

- 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

- fell asleep in class
Stern, Patty

Student fell asleep varous times during class
Stern, Patty

Add Comment

Enter Custom comment

Enter the WE custom comment here

COMMENT OR ACTION

+ Assisted Other Students Add

Save Cancel



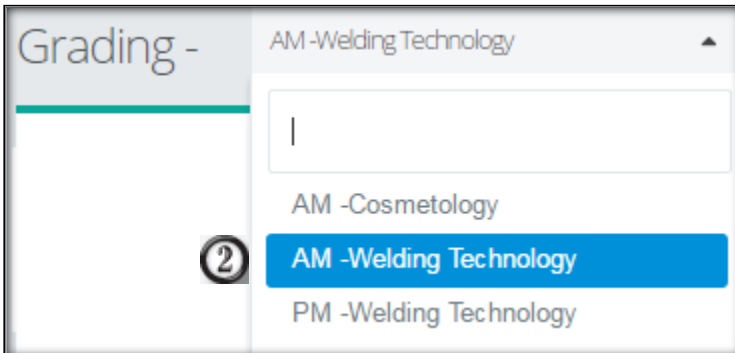
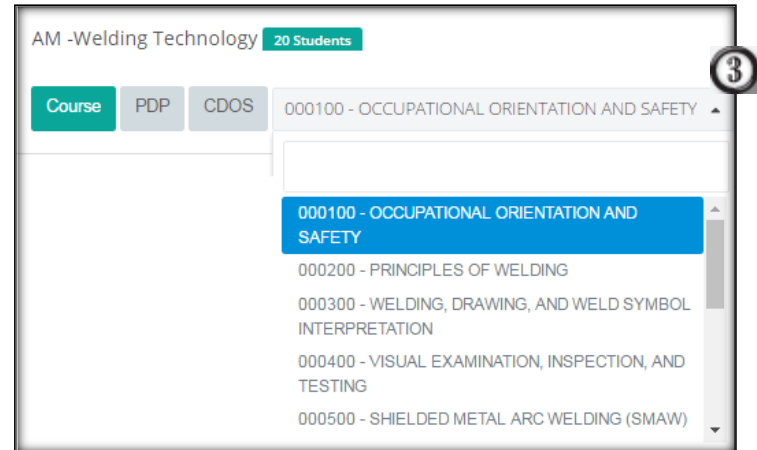
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Entering Grades – Skill Grading

- 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.







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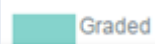


Entering Grades – Skill Grading

- 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: ↻

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

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

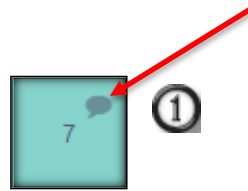
LEGEND	
	Switches the student name and activity names.
 Graded	Task has been Graded.
 Not Yet Graded	Task has not been graded.
	Allows you to enter a comment, change the date taken, indicate whether or not the activity counts and identify a POS Grading code (if this was purchased).
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">SKL: 73</div>	Displays the current Skill Grade for that student.
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">L1</div>	Displays the Level for the specific task
<div style="background-color: #00A68A; color: white; padding: 2px; display: inline-block;">F</div>	Identifies this task is not counting toward the students grade.

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Entering Grades – Skill Grading

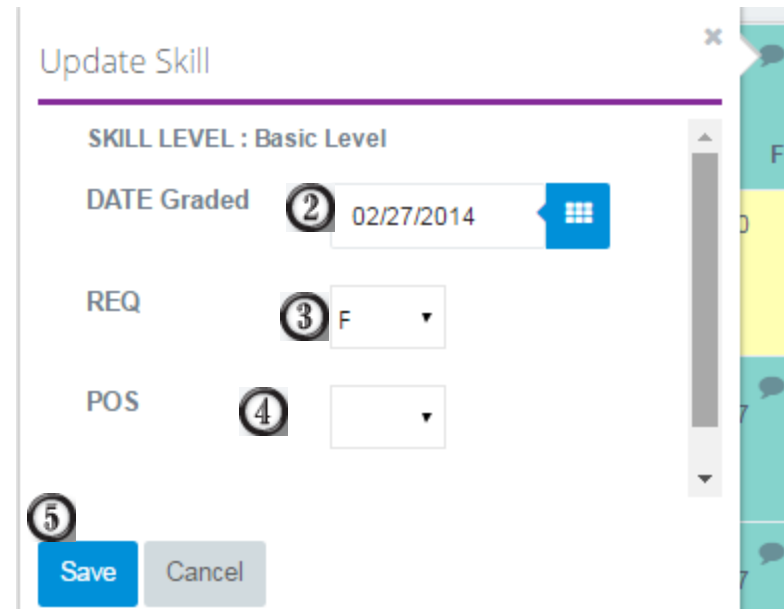
Inside the Skill Grading Comment Bubble

- 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

**7599 Beth-Bath Pike
Bath, PA 18014**

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

www.classmate.net

<http://harrisschoolsolutions.com/>

