

# Introduction to: Skill (Task) Grading *A Teachers Guide*



# Teacher Grading

- Skill Grading
  - By Class
  - By Student



# Teacher Grading Skill Grading

## Skill Grading Field Key

ClassMate Abbreviation	Definition
Last	Last Name
First	First Name
M	Middle Initial
PTS	Points Earned / Skill Grade
End Date	Last Date that Skill was graded
REQ	Required Skill. T or True=skill will be included in the grading. F or False=skill will not be included in the grade. I or Incomplete=skill will not be included in the grade. Once the I is changed to T or True the grade will then be included.
Retake	Number of times the student had to “Retake” or “Redo” this skill to become proficient.
Start Date	Date the skill was started. Used to evaluate the length of time a student needed to complete the task.
TASK	Task name and description



# Teacher Grading

## Skill Grading



### Skill Grading Field Key

ClassMate Abbreviation	Definition
Task ID	ClassMate Task ID number
Duty ID	ClassMate Duty ID number
Student	Student Name
Program	Program ID Number
Course	Course ID Number
ModDate	Date the record was last modified
ModUser	Name of user that last modified the record
Status	Status of the task. A for active=task is available for grading. I or inactive=task is unavailable for grading.

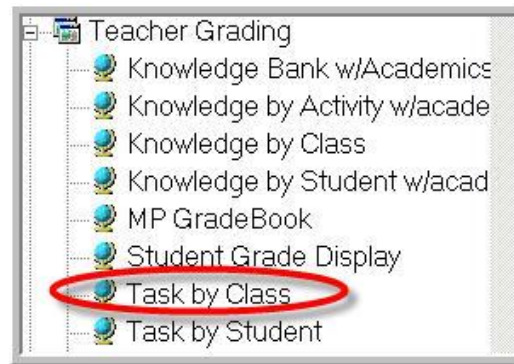


# Teacher Grading

## Skill Grading

### Getting Started

Double Click on **Modules** > Double Click **Teacher Grading** >  
Click **Task by Class**



- This module allows teachers to individually grade a task for each student. The module is grouped by class.
- The task is automatically stamped with the current date when rubric grade is selected.
- A task can be graded one time during each marking period if needed.



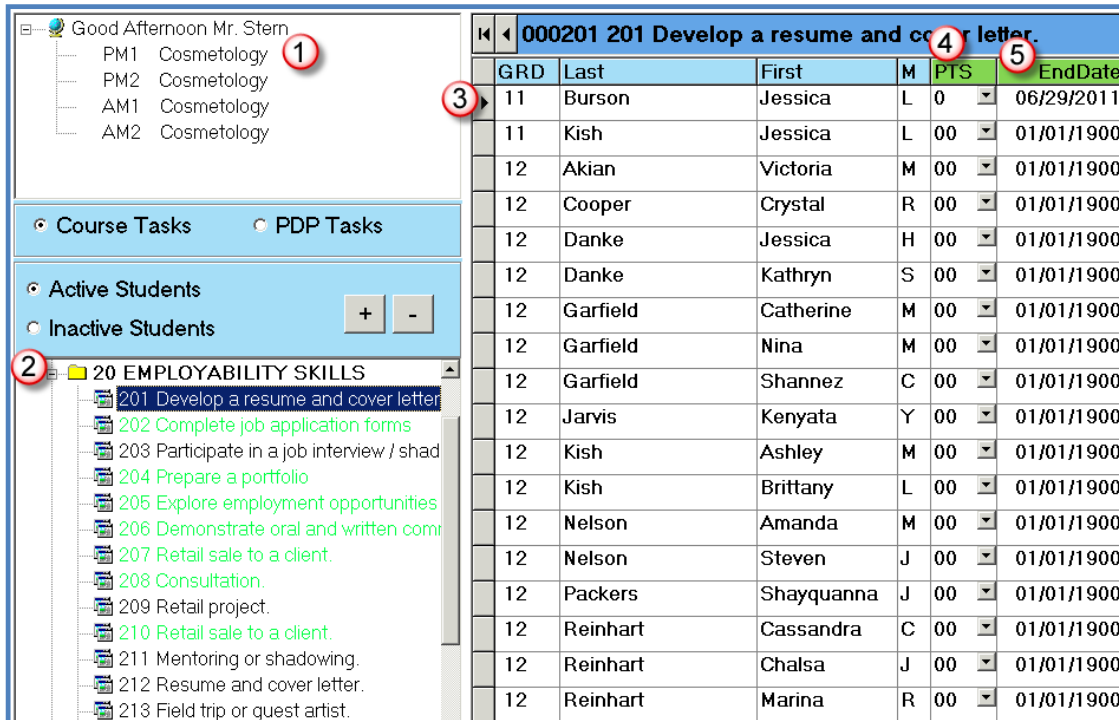
# Teacher Grading

## Skill Grading

### Task by Class

- 1 Select class: Click session name
- 2 Select Task for Grading: Open duty folder, click on the task name. If your school has established Skill Levels and Colors the skills will appear in color.

- 3 Select student name: click on the student name
- 4 Select Grade: Click drop down menu to select rubric grade
- 5 End Date: Date task was graded. Can be modified.



GRD	Last	First	M	PTS	EndDate
11	Burson	Jessica	L	0	06/29/2011
11	Kish	Jessica	L	00	01/01/1900
12	Akian	Victoria	M	00	01/01/1900
12	Cooper	Crystal	R	00	01/01/1900
12	Danke	Jessica	H	00	01/01/1900
12	Danke	Kathryn	S	00	01/01/1900
12	Garfield	Catherine	M	00	01/01/1900
12	Garfield	Nina	M	00	01/01/1900
12	Garfield	Shannez	C	00	01/01/1900
12	Jarvis	Kenyata	Y	00	01/01/1900
12	Kish	Ashley	M	00	01/01/1900
12	Kish	Brittany	L	00	01/01/1900
12	Nelson	Amanda	M	00	01/01/1900
12	Nelson	Steven	J	00	01/01/1900
12	Packers	Shayquanna	J	00	01/01/1900
12	Reinhart	Cassandra	C	00	01/01/1900
12	Reinhart	Chalsa	J	00	01/01/1900
12	Reinhart	Marina	R	00	01/01/1900



# Teacher Grading

## Skill Grading

### Task Grading – Closer Look at Entering the Grade

**4**

Select Grade: Click drop down menu to select rubric grade.

11	Heard	Alexandra	J	04	▼	05/19/2009
▶ 11	Lazzaro	Amanda	A	00	▼	01/01/1900
11	Lazzaro	Kayla	D	0		01/01/1900
11	Reinhart	Anastasha	M	02		01/01/1900
11	Reinhart	Jacob	M	04		01/01/1900
				05		



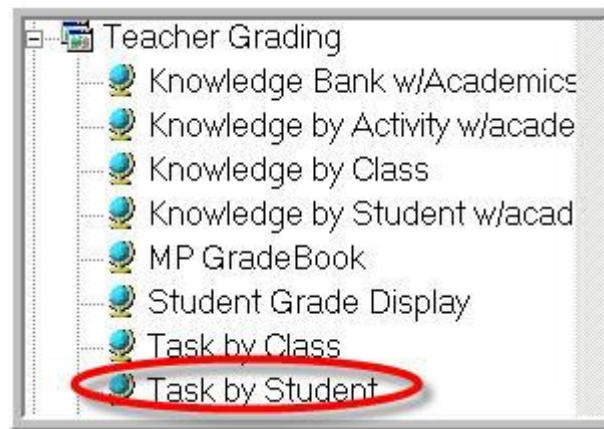


# Teacher Grading

## Skill Grading

### Getting Started

Double Click on **Modules** > Double Click **Teacher Grading** >  
Click **Task by Student**



- This module allows teachers to individually grade a task for each student. The module is grouped by student name. This module is best when entering several task grades for a student at one time.
- The task is automatically stamped with the current date when rubric grade is selected.
- A task can be graded one time during each marking period if needed.





# Teacher Grading

## Skill Grading

### Task by Student

- 1 Select class:** Click session name
- 2 Select student name:** click on the student name

- 3 Select Task for Grading:** Click on the task name. If your school has established Skill Levels and Colors the skills will appear in color.
- 4 Select Grade:** Click drop down menu to select rubric grade
- 5 End Date:** Date task was graded can be modified.

Good Afternoon Mr. Stern

- PM1 Cosmetology 1
- PM2 Cosmetology
- AM1 Cosmetology
- AM2 Cosmetology

Course Tasks  PDP Tasks

Active Students  Inactive Students

3 + -

- PM1 Cosmetology
  - 11
    - 2 Burson, Jessica L 002070789
    - Kish, Jessica L 002070787
  - 12
    - Akian, Victoria M 091000584
    - Cooper, Crystal R 002070734
    - Danke, Kathryn S 002070692
    - Danke, Jessica H 002070697
    - Garfield, Catherine M 002070649
    - Garfield, Shannez C 002070735
    - Garfield, Nina M 002070942
    - Jarvis, Kenyata Y 002070768

Burson, Jessica L Tasks						
DutyID	TaskID	SEQ	Task	PTS	EndDate	
000085	000010	10	Test Task 1	0	06/29/2011	
000100	000102	20	102 Identify school and	0	06/29/2011	
000100	000103	30	103 Identify and choose	0	06/29/2011	
000100	000104	40	104 Develop an	00	01/01/1900	
000100	000105	50	105 Identify classroom	0	06/29/2011	
000100	000106	60	106 Demonstrate an	0	06/29/2011	
000100	000101	999	101 Complete required	0	06/29/2011	
000200	000201	10	201 Develop a resume	0	06/29/2011	
000200	000202	20	202 Complete job	0	06/29/2011	
000200	000203	30	203 Participate in a job	0	06/29/2011	
000200	000204	40	204 Prepare a portfolio	0	06/29/2011	
000200	000205	50	205 Explore employment	0	06/29/2011	

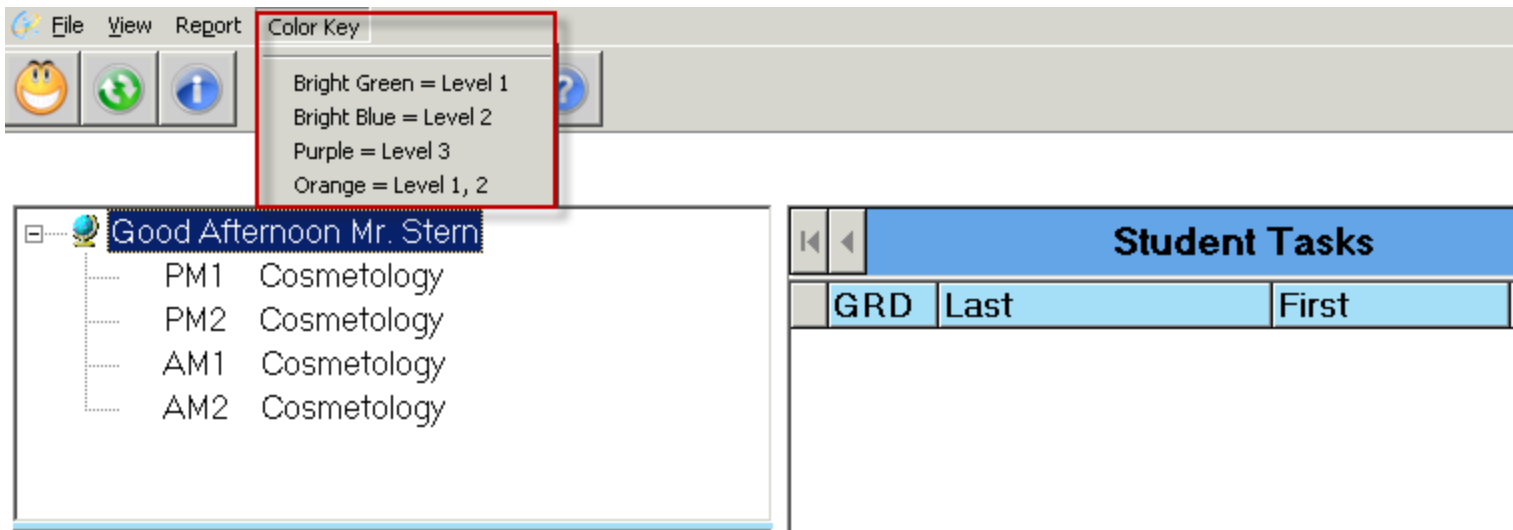


# Teacher Grading

## Skill Grading

### Task Grading – Skill Leveling (optional for use)

- To view the Skill Level Color Key for your school click on Color Key located on the Top Toolbar. It is located next to Report.
- Note: Your Color Key and Skill Level names may appear differently, depending on the rules the administration has set up.
- Note: Skill Leveling is not required to use.



The screenshot shows the software interface with the following elements:

- Top Toolbar:** Contains icons for File, View, Report, and a Color Key icon (a question mark in a blue circle). The Color Key menu is open, showing:
  - Bright Green = Level 1
  - Bright Blue = Level 2
  - Purple = Level 3
  - Orange = Level 1, 2
- Task List:** A tree view under "Good Afternoon Mr. Stern" showing:
  - PM1 Cosmetology
  - PM2 Cosmetology
  - AM1 Cosmetology
  - AM2 Cosmetology
- Student Tasks Table:** A table with columns for "GRD", "Last", and "First".



Questions?

Contact our Helpdesk!

Toll Free: (855) 984-1228 option 1

Or Email: [helpdesk@classmate.net](mailto:helpdesk@classmate.net)

