

ClassMate *for* Adult Education

Unit Grading: *An Instructors Guide*



STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

Unit Grading: Instructor

Unit Grading Pre-Requisites

- Unit Grading Customization (Admin. Function)
- Unit Threshold Management
- Unit Theory Categories (Admin. Function)
- Unit Clinicals
- Unit Category Weights

Unit Grading Set-up

- Unit Theory Management (Instructor)
- Unit Curriculum Management
- Unit Grading
- Unit Summary Grading



Unit Grading: Instructor

Module Assignment

Instructor Modules

- Instructor Unit Theory Management
- Instructor Unit Curriculum Management
- Instructor Unit Grading
- Instructor Unit Grade Summary



Report Assignment

Administrator & Instructor Reports

- Course Unit Grades Report
- Student Unit Cumulative Record
- Student Unit Task List
- Unit Clinical Grade Report
- Unit Theory Grade Summary

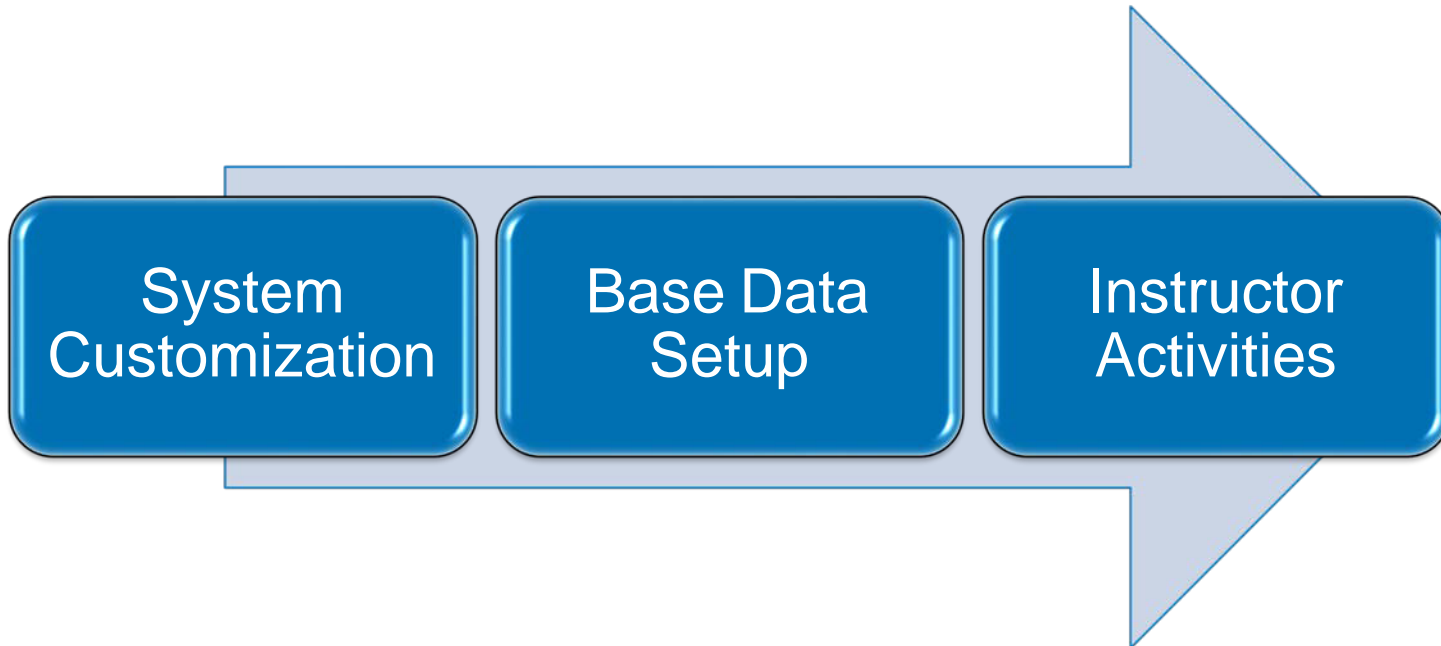
(CRSUGR_R)
(TRNSCR_R)
(SUTSKLS_R)
(UCLGRD_R)
(UTHGRD_R)



Unit Grading: Instructor

Unit Grading Overview

Unit Grading involves three separate steps. System Customization and Base Data Setup are administrator functions.



Unit Grading: Instructor

Curriculum Management

Getting Started

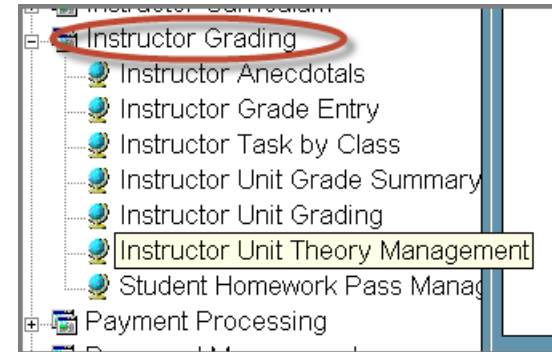
Double click **My Modules >**

Double Click **Instructor Grading>**

Click **Unit Theory Management>**

Unit Theory Management

Unit Theory Management functionality allows instructors the ability to establish theory units within a course using the established unit categories previously setup in the system. (test, quizzes, etc.) The weights associated with the categories will be attached to the activities through automation. Units and activities are established by course meaning all instructors teaching within that course will need to standardize categories, weights & activities as once all activities are created they are then assigned to enrolled students.



Unit Grading: Instructor

Curriculum Management

Unit Theory Management: *Create Units*

Units are established by course

- 1 Select the Course from the available list on the left hand side of the screen. Single click the **Course Name**. Instructors will only see the courses they are associated with
- 2 The “**Units**” Tab will display. To add “Units,” Click the **Units tab**
- 3 Enter the required unit data fields by scrolling to the bottom of the grid and locating the first empty grid line identified by an *

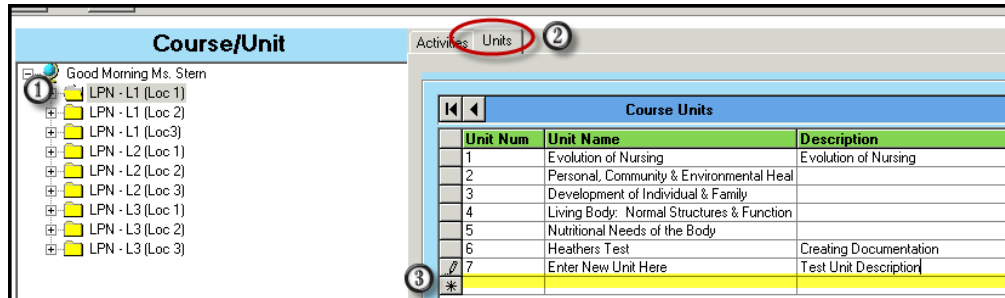
Enter the Course Units requirements:

Unit Number

Unit Name

Unit Description

- 4 Click in any other grid line to **SAVE** entry.



Unit Num	Unit Name	Description
1	Evolution of Nursing	Evolution of Nursing
2	Personal, Community & Environmental Heal	
3	Development of Individual & Family	
4	Living Body: Normal Structures & Function	
5	Nutritional Needs of the Body	
6	Heathers Test	Creating Documentation
7	Enter New Unit Here	Test Unit Description
*		



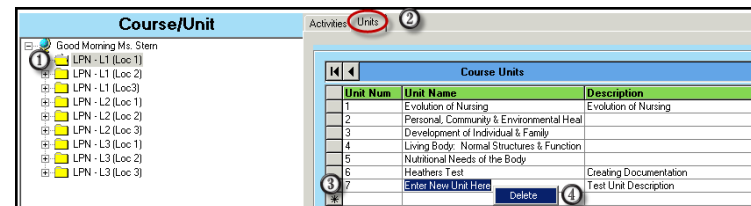
Unit Grading: Instructor

Curriculum Management

Instructor Unit Theory Management: *Edit or Delete Units*

Should the need arise to edit a unit or delete a unit, perform the steps below:

- 1 Select the Course from the available list on left hand side of the screen. Single click the **Course Name**
- 2 The “**Units**” Tab will display. Ensure you are on the “**Units**” Tab to edit or delete a Unit. You cannot delete a unit once activities & grades have been attached
- 3 Select the entry for deletion by clicking in the left gray column in the grid. A small black arrow will display to indicate selection
- 4 **Editing a Unit:** Click in any of the **green columns** and edit as needed. Click in any other gridline to **SAVE** entry. Editing units after activities and grades are attached in discouraged
Deleting a Unit: Select the unit. Right click the entry and a delete button will display. Select “**Delete**”. A confirmation message will display. Click “**Yes**”. Deleting units with activities and grade attached is not recommended



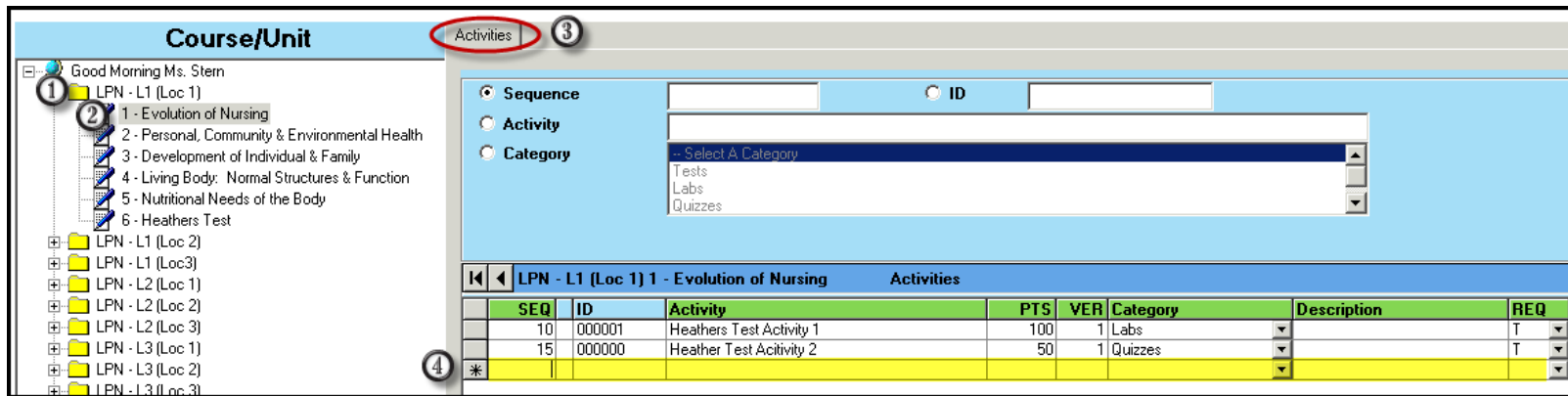
Unit Grading: Instructor

Curriculum Management

Instructor Unit Theory Management: *Creating Activities within units*

Creating activities for individual units. When unit activities are created, the assumption is that all students will be graded on the activity.

- 1 Select the **Course** from the available list on left hand side of the screen. Click the **Course title**.
- 2 Select the **Unit** by clicking on the unit name. It will be highlighted in grey
- 3 Click the **Activities Tab**
- 4 Locate the first empty grid line identified by an *



The screenshot shows the 'Course/Unit' management interface. On the left, a tree view lists courses and units. The 'Activities' tab is selected, and a table of activities is displayed. The first empty row in the table is marked with an asterisk (*).

SEQ	ID	Activity	PTS	VER	Category	Description	REQ
10	000001	Heathers Test Activity 1	100	1	Labs		T
15	000000	Heather Test Activity 2	50	1	Quizzes		T
							*



Unit Grading: Instructor

Curriculum Management

Instructor Unit Theory Management: *Creating Activities within units*

Required Fields

Populate Fields Left to Right

SEQ	The order in which the activities will appear in the list. This number may be duplicated. Numeric only.
ID	UNIQUE 6 digit alpha- numeric ID. NO DUPLICATE ID NUMBERS ARE ALLOWED IN THE UNIT
ACTIVITY	Activity name. This name will display on the student portal so ensure it is descriptive
PTS	Total points the activity is worth
VER	Activity version
CATEGORY	Select an activity category from the drop down menu
DESCRIPTION	Details about activity
REQ	Required for inclusion in grade. Defaults to “T”
STATUS	Determines if the activity is active for assignment. Defaults to “A”

Intro to Office Administration 10 - Organization									
Activities									
	SEQ	ID	Activity	PTS	VER	Category	Description	PCNT	REQ
▶	10	000010	Outlook Appointment	50	1	25 percent act		25	T
	20	000020	Outlook Calendars	50	1	50 percent act		50	T
	30	000030	White board Management	100	1	5 percent activ		5	T



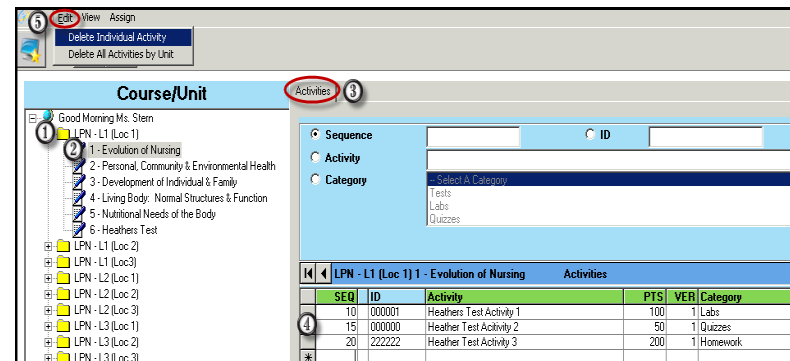
Unit Grading: Instructor

Curriculum Management

Instructor Unit Theory Management: *Deleting Activities*

Individual activities along with **ALL** activities for the unit can be deleted if required

- 1 Select the **Course** from the available list on left hand side of the screen. Click the **Course name**
- 2 Select the **Unit**. Click the Unit name.
- 3 Click the **Activities Tab**
- 4 Select the individual **Activity** to be deleted
- 5 Click **“Edit”** located along the top of the screen
 Select **“Delete Individual Activity”** to delete the previously selected activity OR click **“Delete All Activities by Unit”**



NOTE: Once Activities are deleted, they are removed.
 If you accidently remove an activity or activities,
 they must be manually re-entered.



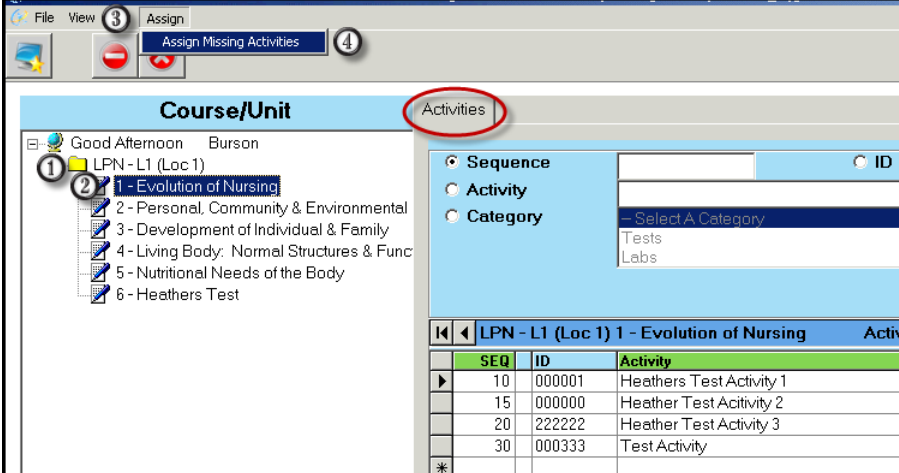
Unit Grading: Instructor

Curriculum Management

Instructor Unit Theory Management: *Assigning Activities*

Activities can be assigned to all students in one easy step. All activities are assigned to all students upon enrollment any activities added after student enrollment must be assigned to allow instructors access to the activity or task

- 1 Select the **Course** from the available list on left hand side of the screen. Click the Course name.
- 2 Select the **Unit**. Click the Unit title.
- 3 Click “**Assign**” located along the top of the screen.
- 4 Select “**Assign Missing Activities**”.



SEQ	ID	Activity
10	000001	Heathers Test Activity 1
15	000000	Heather Test Activity 2
20	222222	Heather Test Activity 3
30	000333	Test Activity



Unit Grading: Instructor

Curriculum Management

Instructor Curriculum : *Lab Curriculum & Clinical Curriculum Tabs*

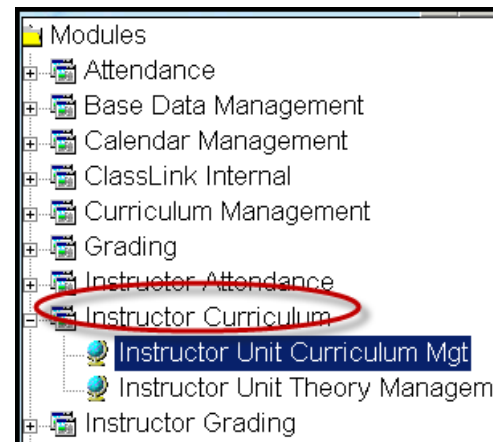
Lab and Clinical curriculum is created using the same module but in different windows. Users create duties and tasks by creating a duty folder, then establishing content contained within. Once created the clinical can be assigned in a very specific manner based on clinical assignment or assigned generally to all as the lab tasks are.

Getting Started

Double click **My Modules >**

Double Click **Instructor Curriculum >**

Click **Instructor Unit Curriculum Management>**



NOTE: Missing Lab & Clinical tasks can be assigned using the same instructions for activities.



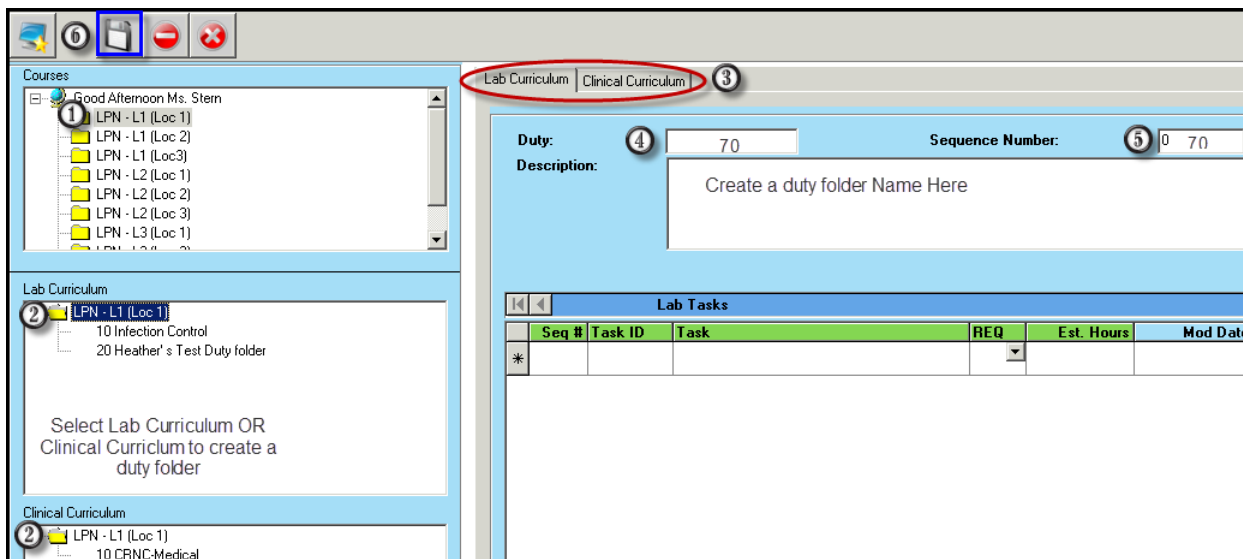
Unit Grading: Instructor

Curriculum Management

Instructor Unit Curriculum Management : *Create Duty folder in both Lab and Clinical Tabs*

Create Duty Folder(s)

- 1 Select the **Course** from the available list on left hand side of the screen. Click the **Course name**.
- 2 Select the **Course** name in either the **lab** OR **clinical** curriculum windows. This will allow you to create a Duty folder in either area.
- 3 Click either the “**Lab Curriculum** “ or “**Clinical Curriculum** ” Tab



The screenshot shows the software interface with several numbered callouts:

- 1: Points to a course name in the 'Courses' list.
- 2: Points to the selected course name in the 'Lab Curriculum' section.
- 3: Points to the 'Lab Curriculum' and 'Clinical Curriculum' tabs.
- 4: Points to the 'Duty' input field containing the value '70'.
- 5: Points to the 'Sequence Number' input field containing the value '070'.

The 'Lab Tasks' table is as follows:

Seq #	Task ID	Task	REQ	Est. Hours	Mod Date
*					



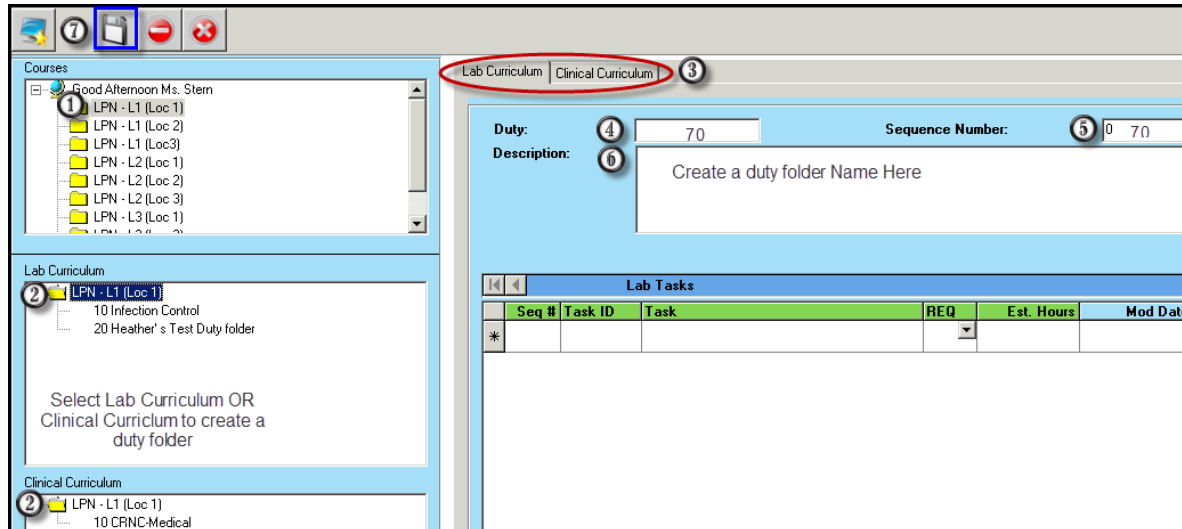
Unit Grading: Instructor

Curriculum Management

Instructor Unit Curriculum Management : *Create Duty folders in both Lab and Clinical Tabs*

Create Duty folder. *You must create a folder prior to creating tasks or skills*

- ④ Enter the required **Lab or Clinical Duty ID or Clinical ID**
- ⑤ Enter the desired **Sequence number**. This determines the order by which the folder displays
- ⑥ Enter a **Duty Folder description**
- ⑦ Click **“Save”**



The screenshot shows the software interface with the following elements:

- Navigation:** 'Lab Curriculum' and 'Clinical Curriculum' tabs are visible at the top, with 'Lab Curriculum' selected and circled in red.
- Form Fields:**
 - Duty:** 70 (circled with ④)
 - Sequence Number:** 70 (circled with ⑤)
 - Description:** Create a duty folder Name Here (circled with ⑥)
- Lab Curriculum List:**
 - LPN - L1 (Loc 1) (circled with ①)
 - LPN - L1 (Loc 2)
 - LPN - L1 (Loc 3)
 - LPN - L2 (Loc 1)
 - LPN - L2 (Loc 2)
 - LPN - L2 (Loc 3)
 - LPN - L3 (Loc 1)
- Clinical Curriculum List:**
 - LPN - L1 (Loc 1) (circled with ②)
 - 10 CRNC-Medical
- Lab Tasks Table:**

Seq #	Task ID	Task	REQ	Est. Hours	Mod Date
*					



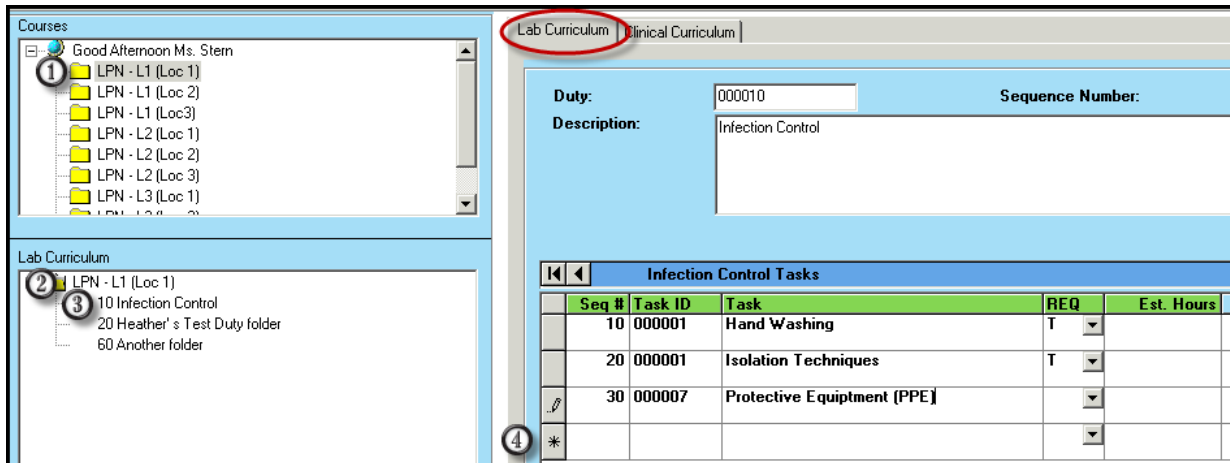
Unit Grading: Instructor

Curriculum Management

Instructor Unit Curriculum Management: *Create Lab Tasks*

Create lab tasks within Duty Folders

- 1 Select the **Course** from the available list on left hand side of the screen. Click the **Course name**
- 2 Double click the **Course** name in the **Lab Curriculum** window. This will display the Duty folders previously established
- 3 Click the **Duty Folder** you would like to add tasks
- 4 Enter the required data fields by scrolling to the bottom of the grid and locating the first empty grid line identified by an *



The screenshot displays the 'Lab Curriculum' window with the following details:

- Courses:** A list of folders including 'LPN - L1 (Loc 1)', 'LPN - L1 (Loc 2)', 'LPN - L1 (Loc 3)', 'LPN - L2 (Loc 1)', 'LPN - L2 (Loc 2)', 'LPN - L2 (Loc 3)', and 'LPN - L3 (Loc 1)'. The first folder is circled with a '1'.
- Lab Curriculum:** A list of folders including 'LPN - L1 (Loc 1)', '10 Infection Control', '20 Heather's Test Duty folder', and '60 Another folder'. The '10 Infection Control' folder is circled with a '2', and its sub-item is circled with a '3'.
- Task Details:** The 'Duty' field is '000010' and the 'Sequence Number' is 'Infection Control'.
- Task Grid:** A table titled 'Infection Control Tasks' with columns: Seq #, Task ID, Task, REQ, and Est. Hours.

Seq #	Task ID	Task	REQ	Est. Hours
10	000001	Hand Washing	T	
20	000001	Isolation Techniques	T	
30	000007	Protective Equipment (PPE)		

 The bottom row of the grid is empty and marked with an asterisk (*), indicated by a circled '4'.



Unit Grading: Instructor

Curriculum Management

Instructor Unit Curriculum Management : *Create Lab Tasks*

Required Task Data Fields

Populate Fields Left to Right.

- SEQ** The order in which the tasks will appear in the list. This number may be duplicated. Numeric only.
- TASK ID** **UNIQUE** 6 digit alpha- numeric ID. **NO DUPLICATE ID NUMBERS ARE ALLOWED**
- TASK** Task name or description
- REQ** Required for inclusion in grade. Defaults to “T”
- EST HRS** Estimate hours the task will take to complete (optional)

	Seq #	Task ID	Task	REQ	Est. Hours
	10	000001	Hand Washing	T	
	20	000001	Isolation Techniques	T	
	30	000007	Protective Equipment (PPE)	T	
*	a	b	c	d	e

NOTE: Enter all remaining tasks in each Duty Folder. **ALL** Lab tasks are automatically assigned to each student upon enrollment.



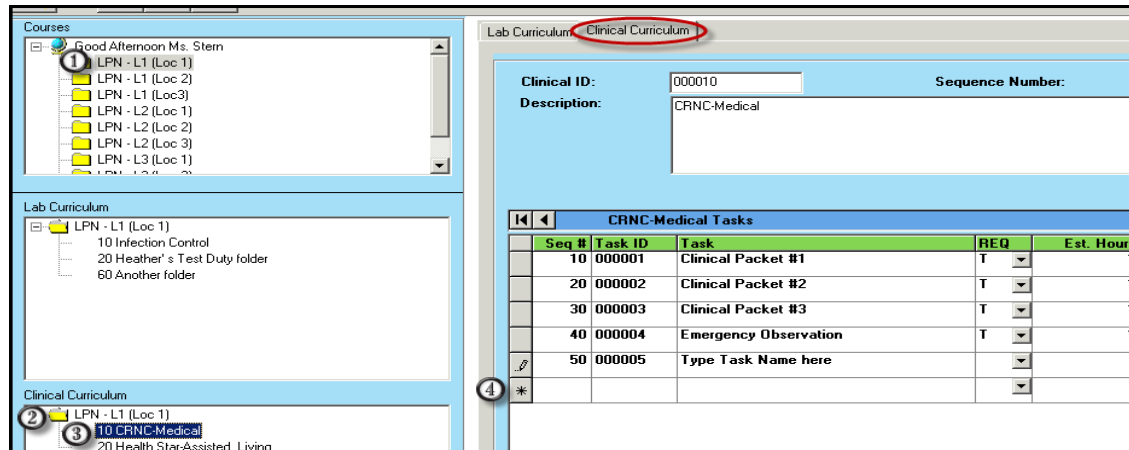
Unit Grading: Instructor

Curriculum Management

Instructor Unit Curriculum Management : *Create Clinical Tasks*

Create clinical tasks within Duty Folders

- 1 Select the **Course** from the available list on left hand side of the screen. Click the **Course name**.
- 2 Double click the **Course** name in the **Clinical Curriculum** window. This will display the Duty folders previously established.
- 3 Click the **Duty Folder** you would like to add tasks
- 4 Enter the required **Clinicals** data fields by scrolling to the bottom of the grid and locating the first empty grid line identified by an *



Lab Curriculum - Clinical Curriculum

Clinical ID: 000010 Sequence Number:

Description: CRNC-Medical

Seq #	Task ID	Task	REQ	Est. Hours
10	000001	Clinical Packet #1	T	1
20	000002	Clinical Packet #2	T	1
30	000003	Clinical Packet #3	T	1
40	000004	Emergency Observation	T	1
50	000005	Type Task Name here		
		*		



Unit Grading: Instructor

Curriculum Management

Instructor Unit Curriculum Management : *Create Clinical Tasks*

Required Task Data Fields

Populate Fields Left to Right.

SEQ The order in which the tasks will appear in the list. This number may be duplicated. Numeric only.

TASK ID **UNIQUE** 6 digit alpha- numeric ID. **NO DUPLICATE ID NUMBERS ARE ALLOWED**

TASK Task name or description

REQ Required for inclusion in grade. Defaults to “**T**”

EST HRS Estimate hours the task will take to complete (optional)

CRNC-Medical Tasks					
	Seq #	Task ID	Task	REQ	Est. Hours
	10	000001	Clinical Packet #1	T	1
	20	000002	Clinical Packet #2	T	1
	30	000003	Clinical Packet #3	T	1
	40	000004	Emergency Observation	T	1
	50	000005	Type Task Name here		
*	a	b	c	d	e

NOTE: Enter All remaining tasks in each Duty folder. Clinical tasks must be assigned to each student to match the clinical their placement.



Unit Grading: Instructor

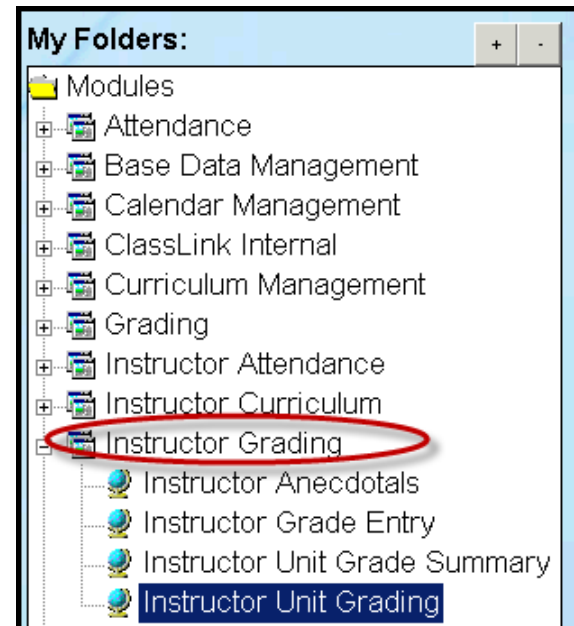
Instructor Grading

Getting Started

Double click **My Modules >**
Double click **Instructor Grading>**
Click **Instructor Unit Grading**

Instructor Unit Grading

Unit Grading functionality allows Instructors the ability to grade theory activities, lab and clinical tasks within the same module. Additionally, clinical tasks are assigned to specific students from this location. The grade created will be a cumulative calculation based on the customized grading parameters and flags previously established by the administration.

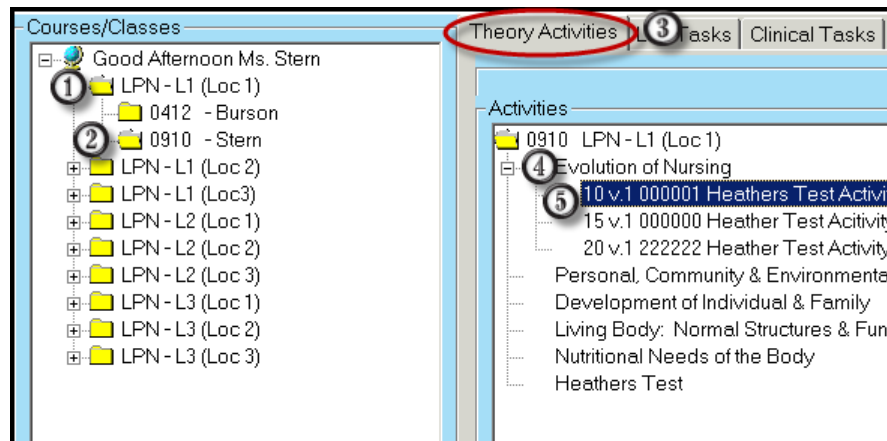


Unit Grading: Instructor

Instructor Grading

Instructor Unit Grading: *Theory Activities Grading*

- 1 Select the Course from the available list on left hand side of the screen. Click the **Course name**.
- 2 Select the Class from the available list that displays. Click the **Class name**.
- 3 Click the **Theory Activities Tab**
- 4 Double click the Unit name which will list the **Theory Activities** to be graded
- 5 Click the **Activity Name** from the list which causes the Students' names to display.



Unit Grading: Instructor

Instructor Grading

Instructor Unit Grading: *Theory Activities Grading*

- 6 Click in the **Green PTS** column to enter a points grade for a student.

Enter the grade points the student earned. The grade cannot exceed the total points available for the activity (**BLUE TotPts** column). A warning message appears if total points are exceeded. Click “OK” to remove the message

Click in any field to “**Save**”.

The activity is stamped with the current date. The **Date Taken** can be edited if required.

If “Include Knowledge Retakes in Grade” is enabled (in the Customizations Module), you have the ability to flag the activity as a retake by selecting “**T**” in the **Retake** column. “**N**” (No) is the default.

Theory Grading							
10 v.1 000001 Heathers Test Activity 1							
First	M	PTS	REQ	Retak	DateTaken	TotPts	
Douglas	L	75	T	N	07/24/2012	100	
✎ Melissa	R	82	T	N	73/02/012	100	
Michelle	L	85	T	N	05/02/2012	100	
Caula		999.99	T	N	01/01/1900	100	
Emily	M	999.99	T	N	01/01/1900	100	
Robin	N	999.99	T	N	01/01/1900	100	
Linda		90	T	N	04/26/2012	100	
Simone	E	82	T	N	04/16/2012	100	
Candice	L	999.99	T	N	01/01/1900	100	
Lynette	L	999.99	T	N	01/01/1900	100	

All Activities will default to “**T**” for **REQ**. This can be edited. Ungraded activities will have a 999.99 in the **PTS** column.



Unit Grading: Instructor

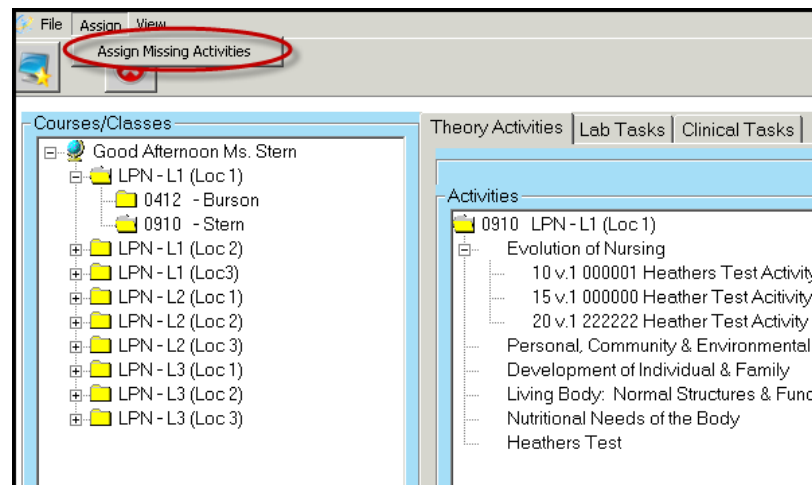
Instructor Grading

Instructor Unit Grading : *Assigning Missing Activities*

If you have created additional duties or task in Unit Theory Management module after the students have been enrolled you will need to assign missing tasks to the students. You will know the activities need to be assigned as they will **NOT** display in the **Instructor Unit Grading Module, Theory Tab**.

To assign missing activities to **ALL** enrollment students

- From **Theory Activities Tab**
- Click the word **“Assign”** located along the top of the screen
- Select **“Assign Missing Activities”**
- Click **“OK”** when the process is complete.

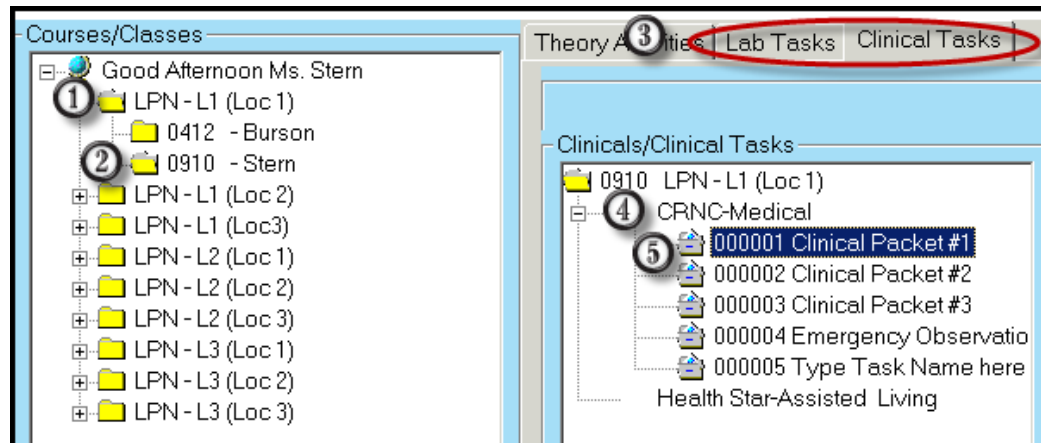


Unit Grading: Instructor

Instructor Grading

Instructor Unit Grading: *Grading Lab and Clinical Tasks*

- ❶ Select the **Course** from the available list on left hand side of the screen. Click the **Course name**.
- ❷ Select the **Class** from the available list on the left hand side of the screen. Click the **Class name**.
- ❸ Click either the **Lab Tasks** or **Clinical Tasks** Tab
- ❹ Double click the **Duty Folder** that contains the task to be graded
- ❺ Click the **Task Name** from the list which causes the Students' names to display



Unit Grading: Instructor

Instructor Grading

Instructor Unit Grading: *Grading Lab and Clinical Tasks*



Click in the **Task Grade** column of the student for which you are entering a grade

Enter the grade the student earned. The grading options include:

- S** Satisfactory
- N** Needs Improvement
- U** Unsatisfactory

The task is stamped with the current date. The **Date Graded** can be edited if required.

Click in any field to “**Save**”.

NOTE: You will need to assign specific clinical tasks to students to match their clinical experiences.

Clinical Task Grading					
Task Grade: 'S' = Satisfactory, 'N' = Needs Improvement, 'U' = Unsatisfactory					
Evolution Clinical Task1					
LastName	FirstName	Initial	TaskGrade	DateGraded	StudentID
Akian	Douglas	L		01/01/1900	100001060
Akian	Melissa	R	S	04/16/2012	100000380
Akian	Michelle	L	S	04/16/2012	100000457
Burson	Caula		S	04/16/2012	100000458
Burson	Emily	M	S	04/16/2012	100000383
Burson	Robin	N	S	04/16/2012	100000381
Cooper	Linda		S	04/16/2012	100000313
Cooper	Simone	E	S	04/16/2012	100000311
Danke	Candice	L	S	04/16/2012	100000315
Danke	Lynette	L	S	04/16/2012	100000386
Danke	Nicole	A	S	04/16/2012	100000312



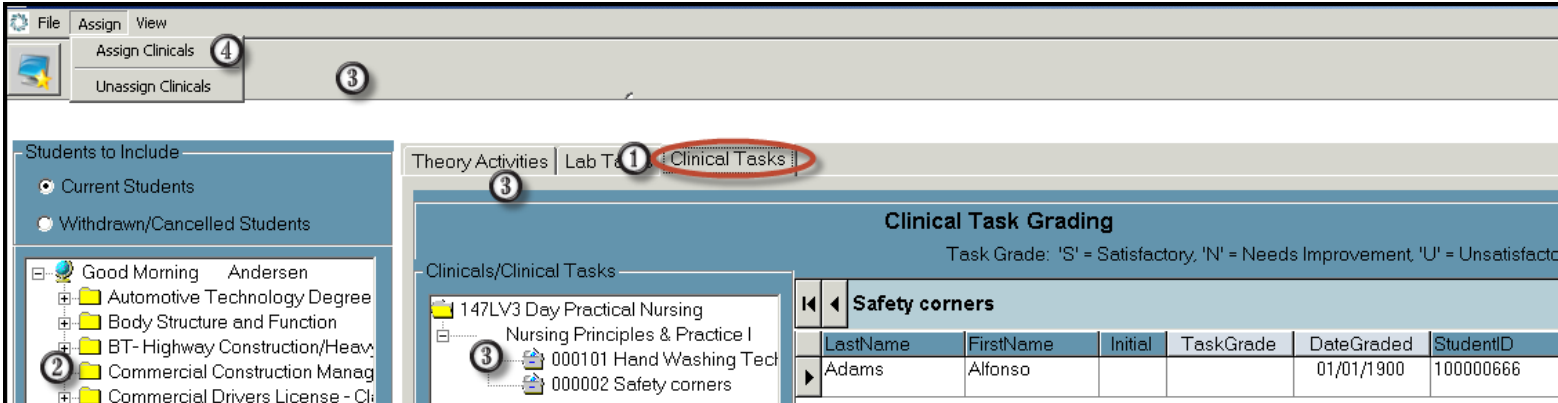
Unit Grading: Instructor

Instructor Grading

Instructor Unit Grading: *Assigning Clinical Tasks by student*

All students will **NOT** have the same clinical tasks assigned to them. The tasks will be based on their Clinical assignments. To assign tasks based on need, you will perform the following steps:

- ① From **Clinical Tab**
- ② Select the “**Class**”
- ③ Select the “**Clinical Task**”
- ④ Click the word “**Assign**” located along the top of the screen



LastName	FirstName	Initial	TaskGrade	DateGraded	StudentID
Adams	Alfonso			01/01/1900	100000666

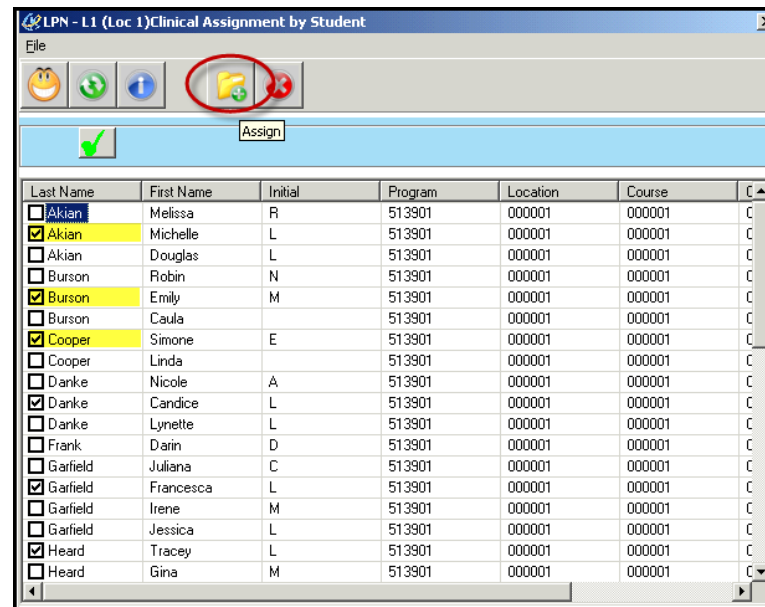


Unit Grading: Instructor

Instructor Grading

Instructor Unit Grading: *Assigning Clinical Tasks by student*

- Select the individual student (s) you wish to assign the task by clicking in the box to the left of the student name. You may select all students by using the **Green** Check Mark Icon
- Click the **Yellow** “Assign” folder located along the top of the screen. The selected students will be assigned by student and can now be graded



Last Name	First Name	Initial	Program	Location	Course	C
<input type="checkbox"/> Akian	Melissa	R	513901	000001	000001	C
<input checked="" type="checkbox"/> Akian	Michelle	L	513901	000001	000001	C
<input type="checkbox"/> Akian	Douglas	L	513901	000001	000001	C
<input type="checkbox"/> Burson	Robin	N	513901	000001	000001	C
<input checked="" type="checkbox"/> Burson	Emily	M	513901	000001	000001	C
<input type="checkbox"/> Burson	Caula		513901	000001	000001	C
<input checked="" type="checkbox"/> Cooper	Simone	E	513901	000001	000001	C
<input type="checkbox"/> Cooper	Linda		513901	000001	000001	C
<input type="checkbox"/> Danke	Nicole	A	513901	000001	000001	C
<input checked="" type="checkbox"/> Danke	Candice	L	513901	000001	000001	C
<input type="checkbox"/> Danke	Lynette	L	513901	000001	000001	C
<input type="checkbox"/> Frank	Darin	D	513901	000001	000001	C
<input type="checkbox"/> Garfield	Juliana	C	513901	000001	000001	C
<input checked="" type="checkbox"/> Garfield	Francesca	L	513901	000001	000001	C
<input type="checkbox"/> Garfield	Irene	M	513901	000001	000001	C
<input type="checkbox"/> Garfield	Jessica	L	513901	000001	000001	C
<input checked="" type="checkbox"/> Heard	Tracey	L	513901	000001	000001	C
<input type="checkbox"/> Heard	Gina	M	513901	000001	000001	C



Unit Grading: Instructor

Instructor Grading

Getting Started: *Instructor Unit Grade Summary*

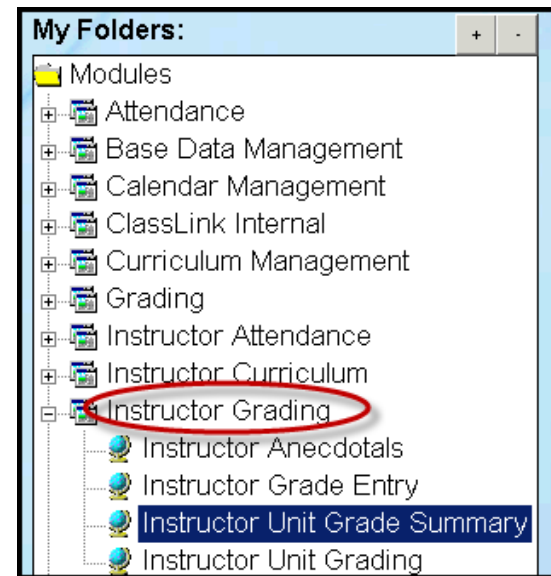
Double click **My Modules** >

Double click **Instructor Grading**>

Click **Instructor Unit Grade Summary**

Instructor Unit Grade Summary

The Unit Grade Summary functionality allows users to **VIEW ONLY** detailed information regarding students grades. The Summary tabs total all areas of Unit Grading and displays data on one page. The additional tabs provided more in depth detail regarding each grading area. This module does NOT allow for editing and grade corrections or edits must be done in the **Instructor Unit Grading** module.

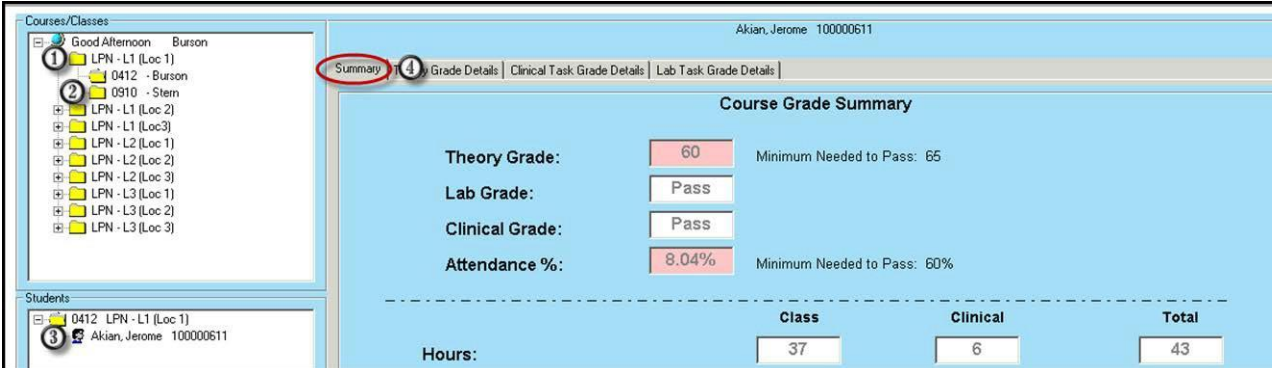


Unit Grading: Instructor

Instructor Grading

Instructor Unit Grade Summary: *Summary Tab*

- 1 Select the **Course** from the available list on left hand side of the screen. Click the **Course name**.
- 2 Select the **Class** from the available list on the left hand side of the screen. Click the **Class name**. Once selected student list will display.
- 3 Select the **Student Name** from the available list on the left hand side of the screen in Student window.
- 4 Select the Summary Tab option to view an overall view of the selected students grade



The screenshot shows the 'Courses/Classes' sidebar on the left with a tree view of courses. The 'Summary' tab is selected and highlighted with a red circle. The main area displays the 'Course Grade Summary' for 'Akian, Jerome 100000611'. The summary includes:

- Theory Grade: 60 (Minimum Needed to Pass: 65)
- Lab Grade: Pass
- Clinical Grade: Pass
- Attendance %: 8.04% (Minimum Needed to Pass: 60%)

At the bottom, a table shows the total hours for the student:

	Class	Clinical	Total
Hours:	37	6	43



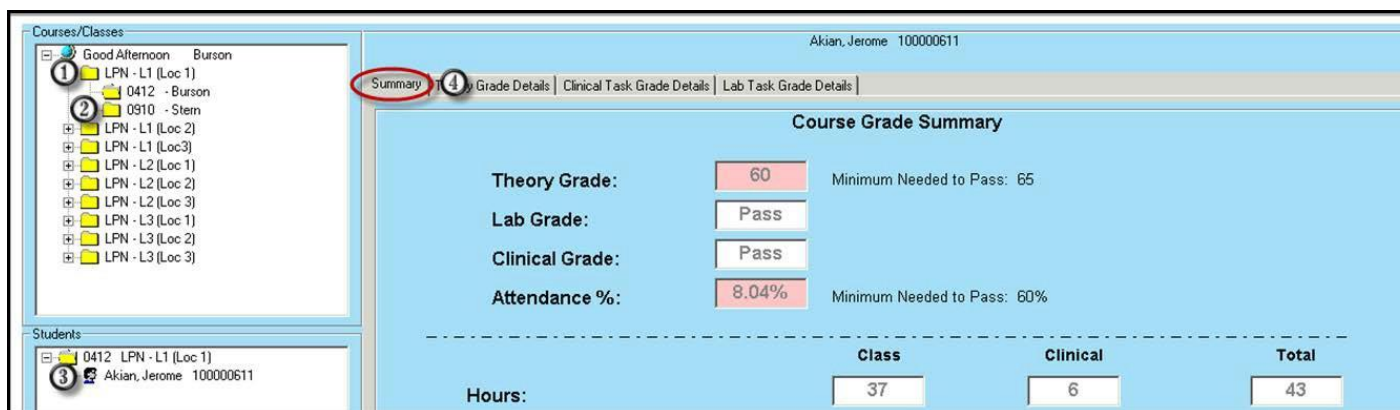
Unit Grading: Instructor

Instructor Grading

Instructor Unit Grade Summary: *Summary Tab*

The **Summary Tab** contains the following information:

- Theory Grade to date
- Lab Grade to date
- Clinical Grade to date
- Attendance Percentage to date
- Hours including Class, Clinical and total hours earned to date



Course Grade Summary

Theory Grade: 60 Minimum Needed to Pass: 65

Lab Grade: Pass

Clinical Grade: Pass

Attendance %: 8.04% Minimum Needed to Pass: 60%

	Class	Clinical	Total
Hours:	37	6	43



Unit Grading: Instructor

Instructor Grading

Instructor Unit Grade Summary: *Theory Grade Details Tab*

The Theory Grade Details Tab allows user to view the following grade details:

- **Overall Theory Grade** Auto Populates (Calculated Grade)
- **Unit Grade** Users select the unit to view
- **Category View of Unit** Users can view the overall categories for the selected unit along with the weights for each
- **Activities** Users can view the associated activities for each category

Akian, Jerome 100000611

Summary **Theory Grade Details** Clinical Task Grade Details Lab Task Grade Details

Theory Grade:

Unit	Unit Grade	Unit ID
Evolution of Nursing	60	1
Personal, Community & Environmental Health	30	2
Development of Individual & Family	3	3
Living Body: Normal Structures & Function	0	4
Nutritional Needs of the Body	0	5
Heathers Test	0	6

Unit #	Category	Category Grade	Category Weight
1	Tests		40%
1	Labs	100	20%
1	Quizzes	100	30%
1	Homework	95	10%

Category	Activity	Grade	Grade Date
1	Heathers Test Activity 1	100/100	07/30/2012



Instructor Grading

Instructor Unit Grade Summary: *Clinical Task Grade Details Tab*

The **Clinical Task Grade Details Tab** allows user to view the following grade details:

- **Overall Clinical Grade** Auto Populates (Pass or Fail)
- **Assigned Clinicals** Users can view all assigned clinicals & associated overall grade
- **Assigned Clinicals Tasks** Users can view all assigned individual clinical tasks & associated individual grades

Summary Theory Grade Details Clinical Task Grade Details Lab Task Grade Details				
Clinical Grade				
Pass				
Clinical Task Grade Detail				
Assigned Clinicals		Clinical Grade	Clinical ID	
CRNC-Medical		Pass	000010	
Grade	Task	Grade Date	Task ID	
S	Clinical Packet #1	07/31/2012	000001	

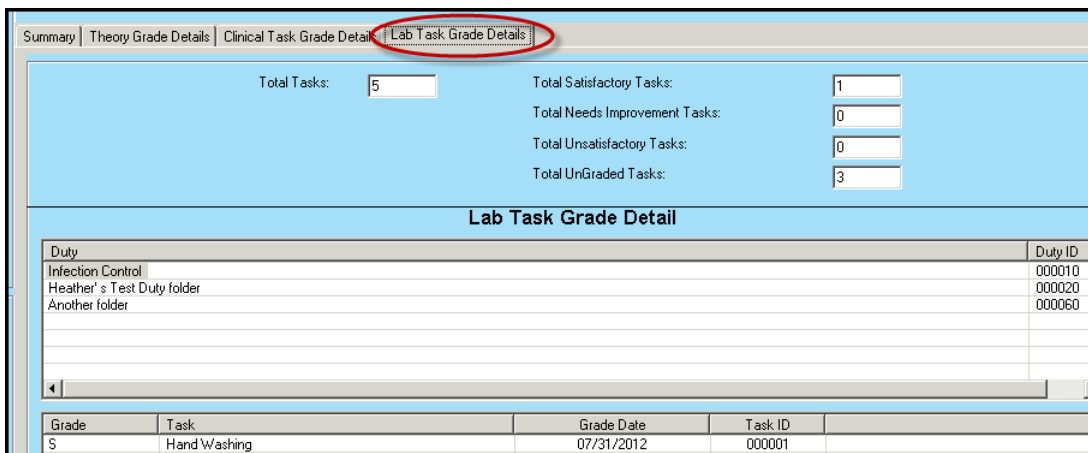


Instructor Grading

Instructor Unit Grade Summary: *Lab Task Grade Details Tab*

The **Clinical Task Grade Details Tab** allows user to view the following grade details:

- **Total Tasks in the system**
 - Total Satisfactory Tasks
 - Total Needs Improvement Tasks
 - Total Unsatisfactory Tasks
 - Total Ungraded Task
 - **Lab Tasks Grade Detail**
- Auto Populates (Pass or Fail)
 Total tasks graded with an “S”
 Total tasks graded with an “N”
 Total tasks grade with an “U” Total number of task ungraded
 Display the Duty folders and associated tasks & associated grades



Summary		Theory Grade Details	Clinical Task Grade Details	Lab Task Grade Details
Total Tasks:	5	Total Satisfactory Tasks:	1	
		Total Needs Improvement Tasks:	0	
		Total Unsatisfactory Tasks:	0	
		Total Ungraded Tasks:	3	
Lab Task Grade Detail				
Duty				Duty ID
Infection Control				000010
Heather's Test Duty folder				000020
Another folder				000060
Grade	Task	Grade Date	Task ID	
S	Hand Washing	07/31/2012	000001	



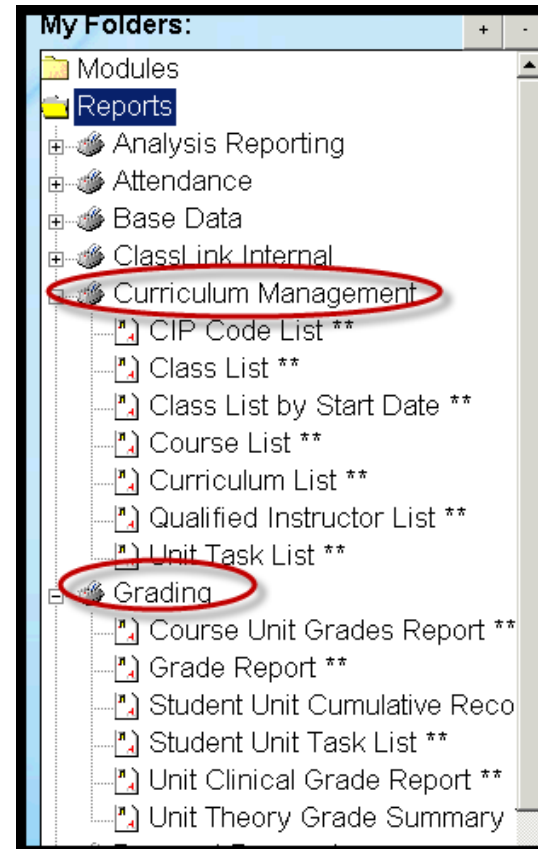
Unit Grading: Instructor

Unit Grading Reports

Getting Started:

Double click **My Reports** >

Double click **Curriculum Management or Grading**>



Unit Grading Reports

The Unit Grading reports can be found in the Reports folder under 2 categories, **Curriculum Management & Grading**. These reports can be assigned to teachers as well as administrators.

Curriculum Management


- Unit Task List

Grading

- Course Unit Grades Report
- Student Lab/Clinical Task Grade
- Student Lab/Clinical Task List
- Student Unit Cumulative Record
- Theory activities Grades by Unit
- Unit Theory Grade Summary

Student Unit Cumulative Record

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ClassLink Adult Education Center
 Licensed Practical Nursing (LPN) Cumulative Record
 Transcript

Name: Candice L Akla
 Address: 45 East Madison Avenue, Johnstown, PA 15901
 Date of Birth: 01/01/1900 Social Security: -
 Program Dates: 07/05/2011 to 05/18/2012

<u>THEORY</u>	<u>GRADE</u>	
Nursing Process		
Basic Patient Care		
Persons with Disabilities from Homeostasis		
Pharmacology		
Assisting the Newborn & Family		
Summary:		
Theory Hours: 0.00	Clinical Hours: 0.00	Total Hours: 0.00
Final Theory Grade:	Final Clinical Grade:	Final Grade:



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