

Introduction to Grading: *A Teachers Guide*

February 2019



Teacher Grading

ClassMate Grading

ClassMate Career and Technical Education Software features one of the most sophisticated and detailed methodologies for evaluating student performance. By utilizing multiple grade types (such as Knowledge, Skill, Daily Work Ethics, and Professional Development), ClassMate provides administrators with the capability of managing a school-wide grading formula, while giving teachers the flexibility of grading individual student achievement.



Teacher Grading

- Work Ethics Grading
 - By Class
 - By Student
- Skill Grading
 - By Class
 - By Student
- Knowledge Grading
 - Knowledge Bank
 - Creating, Editing & Assigning
 - Activity Assignment Status Color Coding
 - Grading knowledge bank activities by student & class
- Putting it all Together
 - MP Grade Display
 - Reporting



Teacher Grading

Grading Key Terms

- **Attendance Conditions:** Set of Attendance terms defined by your school that translates into an automatic Daily Work Ethic Grade. The Work Ethic Grade can be modified if allowed by policy.
- **Work Ethic Grading:** Daily assessment of a student's classroom performance. Criteria may include attendance, appearance, attitude, cooperation, respect, etc.
- **Skill Grading:** Competency based student assessment based on a school defined rubric. Performance assessment.
- **Knowledge Grading:** Grading based on tests, quizzes, projects, etc. Generalized as the theory component. Written assessment.
- **Weighted Grading:** Ability within ClassMate to weight various Knowledge activity categories.
- **Rubric:** A grading tool used in areas of subjective assessment.



Teacher Grading

- Work Ethics Grading
 - By Class
 - By Student



Teacher Grading

ClassMate Grading

Work Ethics Grade:

Each school day, every student receives a Work Ethics or daily grade. Criteria that **MAY** comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade may range up to the maximum allowed points depending on how many of the criteria have been satisfactorily met. Depending on the number of days in a grading period and the grade range used, students may be able to earn up to the maximum allowed points for each day of the marking period. It is important to note that poor attendance may have a negative impact on this grading component.

An example of the formula for determining the Work Ethics portion of a student's grade is as follows:

$$\text{Work Ethics Grade} = \text{Points Earned} / \text{Total Points Available}$$

Example: There are forty-two days in a grading period. The total number of points available to earn is 420 (42x10). The student earns 392 points during the grading period.

The resulting overall grade for the Work Ethics portion of the nine-week grade would be:

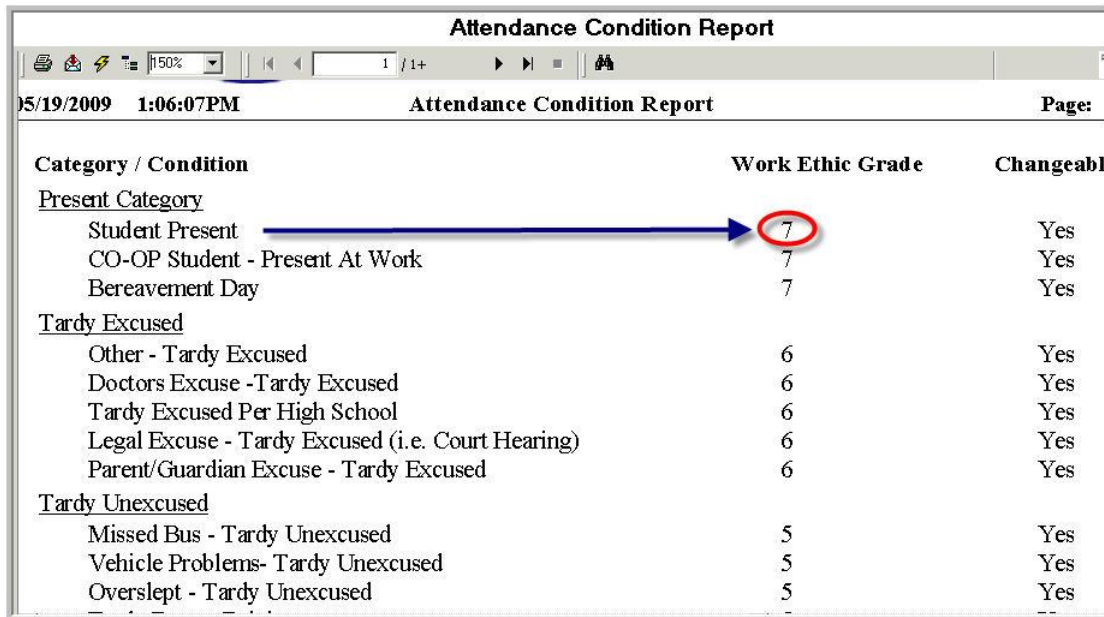
$$\text{Work Ethics grade} = 392/420 = 0.933 \text{ or } \mathbf{93\%}$$



Teacher Grading

Work Ethic Grading

- A Work Ethic grade is assigned to each student based on attendance taken daily by instructors.
- The default grade assigned for each Attendance Condition is created and maintained by individual schools.
- Work Ethic grade defaults can be changed based on school policy.
Reference your Attendance Condition Report for details.



Category / Condition	Work Ethic Grade	Changeabl
<u>Present Category</u>		
Student Present	7	Yes
CO-OP Student - Present At Work	7	Yes
Bereavement Day	7	Yes
<u>Tardy Excused</u>		
Other - Tardy Excused	6	Yes
Doctors Excuse - Tardy Excused	6	Yes
Tardy Excused Per High School	6	Yes
Legal Excuse - Tardy Excused (i.e. Court Hearing)	6	Yes
Parent/Guardian Excuse - Tardy Excused	6	Yes
<u>Tardy Unexcused</u>		
Missed Bus - Tardy Unexcused	5	Yes
Vehicle Problems- Tardy Unexcused	5	Yes
Overslept - Tardy Unexcused	5	Yes

In this example: A student that is present for the day, will receive a work ethic grade of 7.



Teacher Grading

Work Ethic Grading

Work Ethic Grading Field Key

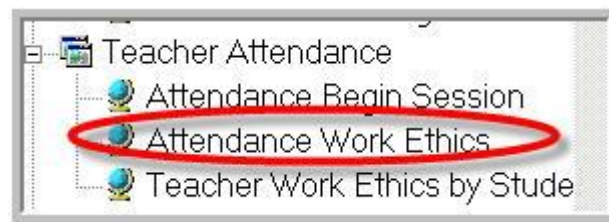
ClassMate Abbreviation	Definition
Last	Last Name
First	First Name
M	Middle Initial
WE	Work Ethic Grade for the student
COOP	Indicates student has been flagged as a work based learning student.
Condition	Attendance condition assigned to the student for the given date.
School	Student's Sending School
Student	ClassMate Student ID
OVR	Whether or not the WE grade was overwritten
Change	Whether or not the WE grade is changeable
ModDate & ModUser	Time the record was last modified. Name of user that last modified the record.
Start & End Times	Session start and end times.



Teacher Grading Work Ethic

Getting Started

Double Click on **Modules** > Double Click **Teacher Attendance** >
Click **Attendance Work Ethics**



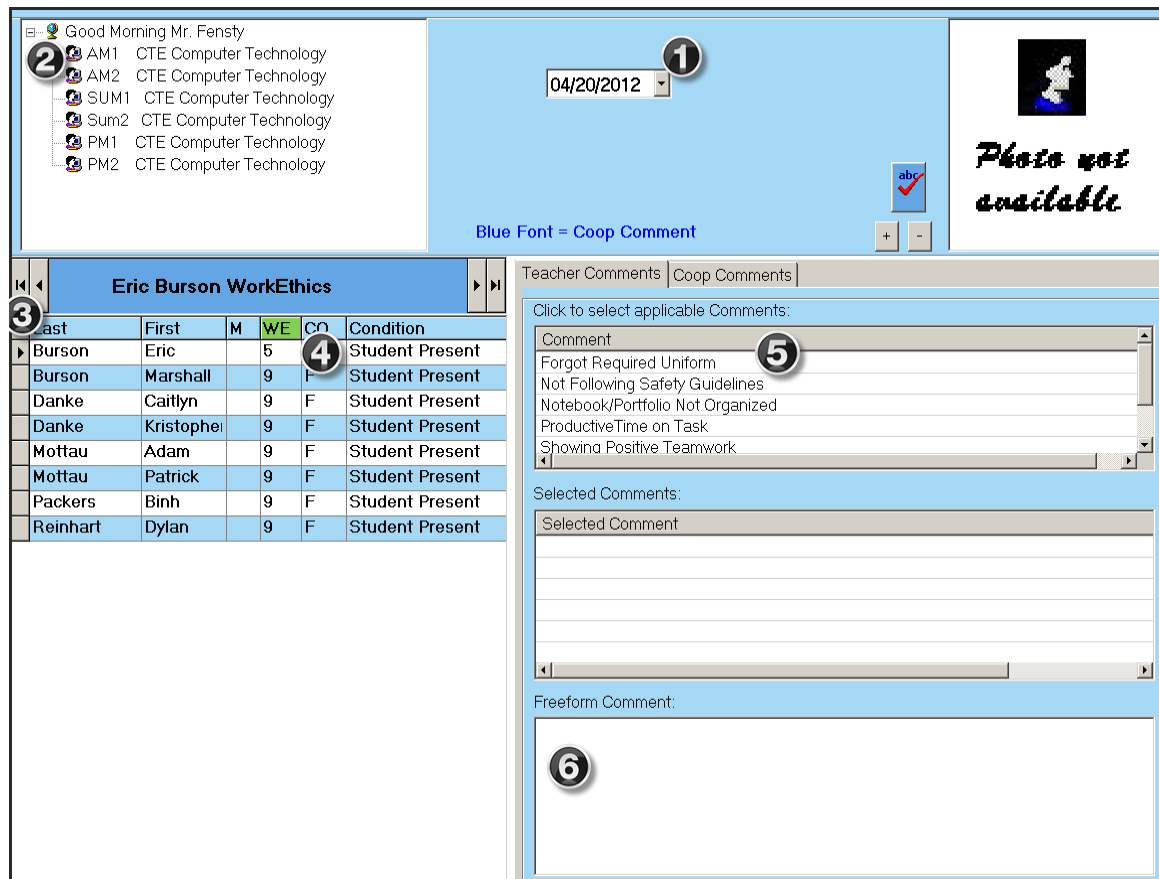
- This module allows teachers to individually edit a default Work Ethic Grade for each student. The module is grouped by class.
- This module is best for modifying the Work Ethic Grade on a daily basis.
- A Work Ethic Grade can only be modified if allowed by policy. Please see your **Attendance Condition Report** for verification.
- Comments for modified Work Ethic Grades can be entered.

Note: If you cannot see the list of student names and Work Ethic Grades, attendance for that date has not been recorded. You can easily navigate to Attendance Begin Session module by selecting Edit > Attendance Begin Session at top of module to complete attendance.



Teacher Grading Work Ethic

1. Select a date for which attendance has been recorded from the dropdown.
2. Click a class.
3. Click a student.
4. Overwrite the WE grade with the desired new grade.
5. Choose any applicable predefined comments by single-clicking.
6. Enter a freeform text comment if desired.



Good Morning Mr. Fensty

04/20/2012

Blue Font = Coop Comment

Photo not available

Last	First	M	WE	CO	Condition
Burson	Eric	5	F		Student Present
Burson	Marshall	9	F		Student Present
Danke	Caitlyn	9	F		Student Present
Danke	Kristophe	9	F		Student Present
Mottau	Adam	9	F		Student Present
Mottau	Patrick	9	F		Student Present
Packers	Binh	9	F		Student Present
Reinhart	Dylan	9	F		Student Present

Teacher Comments | Coop Comments

Click to select applicable Comments:

- Comment
- Forgot Required Uniform
- Not Following Safety Guidelines
- Notebook/Portfolio Not Organized
- ProductiveTime on Task
- Showind Positive Teamwork

Selected Comments:

Selected Comment

Freeform Comment:

Note: Comments can be removed from the Selected Comments box by right-clicking and choosing 'delete.'

Teacher Grading

Work Ethic

Attendance Work Ethics

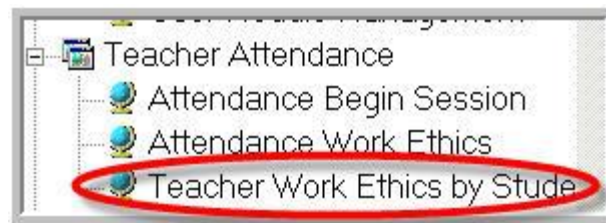
- This module allows teachers to individually edit a default Work Ethic Grade for each student. Simply overwrite the current grade with the desired grade.
- This module is the **ONLY** place to select a Work Ethic Comment.
- Clicking any comment in the Comment box attaches that comment.
- Multiple comments may be attached.
- Comments can be deleted by right-clicking in the Selected Comment box and choosing “delete.”
- Clicking in the large white text box allows instructors to enter free form comments.
- Comments will print out a report that can be shared with parents, administration, etc. This document can be subpoenaed.
- Once a comment is selected and grades are modified as desired, click “Save” to save comments.



Teacher Grading Work Ethic

Getting Started

Double Click on **My Modules** > Double Click **Teacher Attendance** >
Click **Teacher Work Ethics by Student**



- This module allows teachers to individually edit a default Work Ethic Grade for each student. The module is grouped by student name.
- This module is best when modifying Work Ethic Grades in bulk for the same student.
- A Work Ethic Grade can only be modified if allowed by policy. Please see your **Attendance Condition Report** for verification.

Note: If you do not see the list of student names and Work Ethic Grades, attendance for that date has not been recorded. Please close module and open Attendance Begin Session to take attendance and then you can return here for any necessary adjustments.

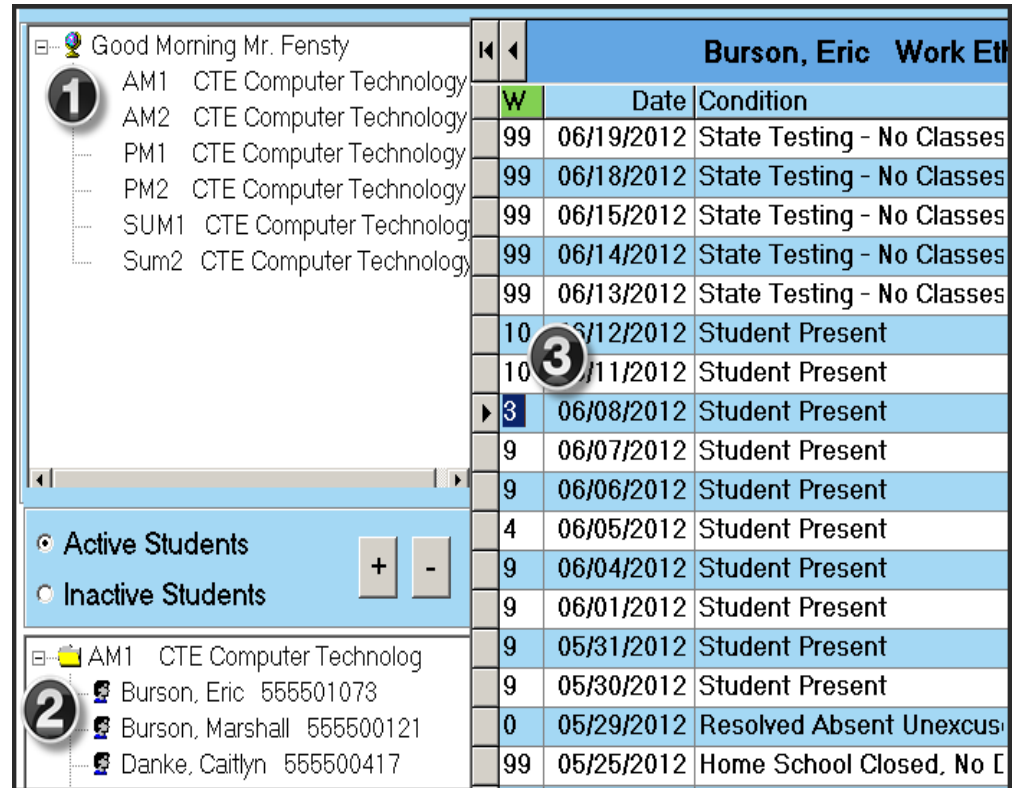


Teacher Grading

Work Ethic

Using the Teacher Work Ethics by Student Module

1. Click on a class to select.
2. Click a student.
This module defaults to Active Students, however, you can use the radio button to select to access Inactive Students
3. Edit the desired Work Ethic Grade(s) by clicking and overwriting the old grade with the new desired grade.
4. Saving is automatic as soon as you click another row.



Good Morning Mr. Fensty		Burson, Eric Work Eth	
		Date	Condition
1	AM1 CTE Computer Technology	99	06/19/2012 State Testing - No Classes
	AM2 CTE Computer Technology	99	06/18/2012 State Testing - No Classes
	PM1 CTE Computer Technology	99	06/15/2012 State Testing - No Classes
	PM2 CTE Computer Technology	99	06/14/2012 State Testing - No Classes
	SUM1 CTE Computer Technolog	99	06/13/2012 State Testing - No Classes
	Sum2 CTE Computer Technolog	10	06/12/2012 Student Present
		10	06/11/2012 Student Present
		3	06/08/2012 Student Present
		9	06/07/2012 Student Present
		9	06/06/2012 Student Present
		4	06/05/2012 Student Present
		9	06/04/2012 Student Present
		9	06/01/2012 Student Present
		9	05/31/2012 Student Present
		9	05/30/2012 Student Present
		0	05/29/2012 Resolved Absent Unexcus
		99	05/25/2012 Home School Closed, No [

Active Students + -
 Inactive Students

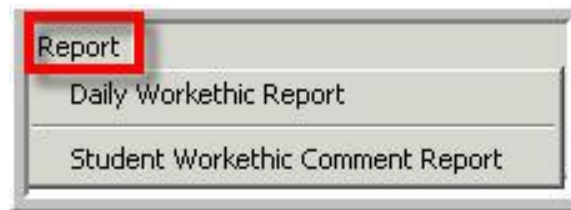
AM1 CTE Computer Technolog
 2 Burson, Eric 555501073
 Burson, Marshall 555500121
 Danke, Caitlyn 555500417



Work Ethic Reporting

Reporting Within the module:

- Click on the word **Report** located on the toolbar along the top of the screen.
- The report names available will appear. Report titles available vary by module.



Reporting Outside the module

Double Click on **Reports** > Double Click **Teacher Attendance** >
Click **any teacher attendance report**

All reports within the Teacher Attendance Reports folder are available for use.

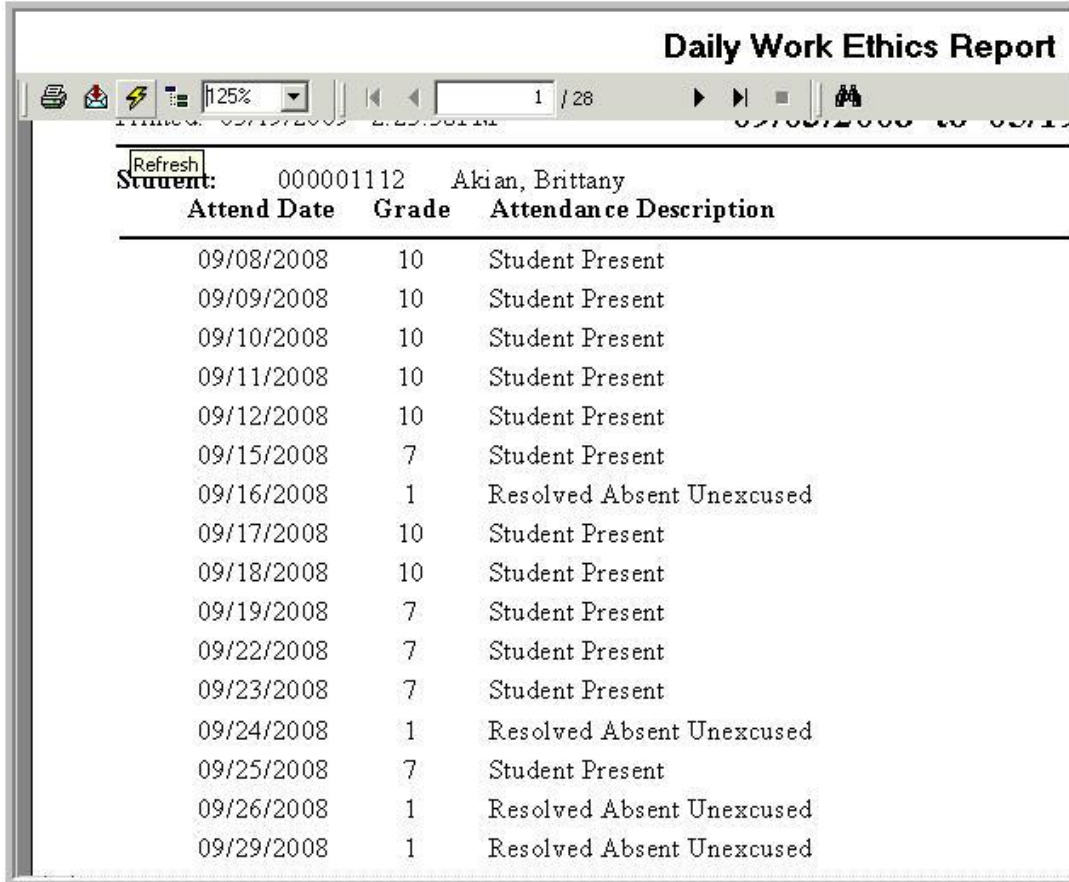
The following two report samples are commonly used.



Teacher Grading Work Ethic

Work Ethic Reporting

Report Samples:



Attend Date	Grade	Attendance Description
09/08/2008	10	Student Present
09/09/2008	10	Student Present
09/10/2008	10	Student Present
09/11/2008	10	Student Present
09/12/2008	10	Student Present
09/15/2008	7	Student Present
09/16/2008	1	Resolved Absent Unexcused
09/17/2008	10	Student Present
09/18/2008	10	Student Present
09/19/2008	7	Student Present
09/22/2008	7	Student Present
09/23/2008	7	Student Present
09/24/2008	1	Resolved Absent Unexcused
09/25/2008	7	Student Present
09/26/2008	1	Resolved Absent Unexcused
09/29/2008	1	Resolved Absent Unexcused



Teacher Grading Work Ethic

Work Ethic Reporting

Report Samples:

Student Work Ethics Comments

Printed at: 05/19/2009 2:24:45PM Page: 1

Cosmetology / PMI
12/02/2008

Cassandra Cooper
Condition: Student Present Workethic grade: 10
Comments: fabulous effort with her project!

05/18/2009

Cassandra Cooper
Condition: Student Present Workethic grade: 10
Comments: Cassie did five extra assignments today.

05/19/2009

Cassandra Cooper
Condition: Student Present Workethic grade: 10
Comments: Cassie helped some of the other students with their work today without being asked. She is really acting like a leader.



Teacher Grading

- Skill Grading
 - By Class
 - By Student



Teacher Grading

ClassMate Skill Grading

The Skill Grading component is comprised of the evaluation and recording of shop or lab activities that students are assigned during each marking period. Students perform assigned activities at their own pace with the expectation they continue to make constant progress during the marking period. Instructors identify specific criteria that will be evaluated for each task, with students demonstrating mastery of the activity as evidenced by the grade received. The Skills Grade component uses a rubric that ranges from 0-10. School policy determines the rubric used in ClassMate. The actual grade assigned to an activity is the result of instructor evaluation of their work. The total number of points that a student may earn in this category is based on the number of shop or lab (task) activities that are assigned to the student during the marking period. The Skills grade component is a predetermined percentage of the marking period grade. It is important to note that poor productivity may have a negative impact on this grade.



Teacher Grading

ClassMate Skill Grading

An *example* of the formula for determining the Skills portion of a student's grade is as follows:

$$\text{Skills Grade} = \text{Points Earned} / \text{Total Points Available}$$

Example: There were nine performance objectives or tasks assigned to a student during the nine weeks. The total number of points available to be earned for the nine weeks is 90 (9x10).

Based on instructor evaluation, the student earned a total of 82 points for all the performance objectives. The resulting overall grade for the Skills portion of the nine-week grade would be:

$$\text{Skills Grade} = 82/90 = 0.910 \text{ or } \mathbf{91\%}$$

The student curriculum has been created in ClassMate. All the current student tasks are in the system and ready to be graded. Graded tasks carry from year to year with the student for tracking purposes.

If you do not see tasks for a selected student please contact your site ClassMate Administrator to request Curriculum insertion.



Teacher Grading

Skill Grading

Skill Grading Field Key

ClassMate Abbreviation	Definition
Last	Last Name
First	First Name
M	Middle Initial
PTS	Points student earned '00' = ungraded
End Date	Date Skill Graded – this determines in what MP Grade included.
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	ClassMate ID number
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 or active=task is available for grading. I or inactive=task is unavailable for grading.



Teacher Grading

Skill Grading

Skill Grading

- ClassMate allows instructors to grade student curriculum (commonly called tasks or skills) using a rubric.
- The task rubric is created and maintained by each school. The rubric range varies widely. Below are sample grading rubrics. The Maximum points allowed: 10.

Sample 1:

0	No Effort On Assigned Task
1	Unable to Demonstrate Basic Competencies
2	Demonstrates Limited Competence
3	Needs Close Supervision
4	Needs Minimal Supervision
5	Can Work Independently

Sample 2:

0	Task assigned, Limited/no progress
1	Task assigned, Demonstrates knowledge, no progress
2	Performs skill, but not at industry standards
3	Performs skill to industry standards, but requires some supervision
4	Task Mastered, Works independently and meets all industry standards

Sample 4:

0	Task Refused
1	Completed Supervised Full Assist
2	Completed Supervised Full Assist
3	Completed Supervised Partial Assist
4	Completed Supervised Partial Assist
5	Completed Supervised Limited Assist
6	Completed Supervised Limited Assist
7	Completed Supervised
8	Completed Supervised
9	Completed Supervised Independently
10	Completed Supervised Independently

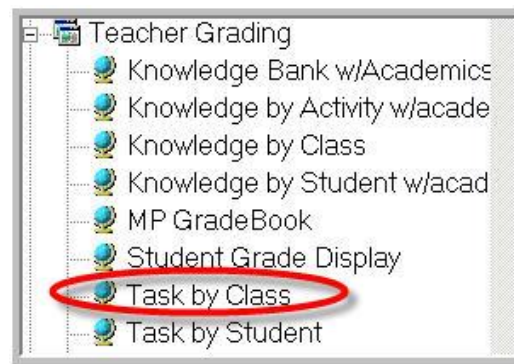


Teacher Grading

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.



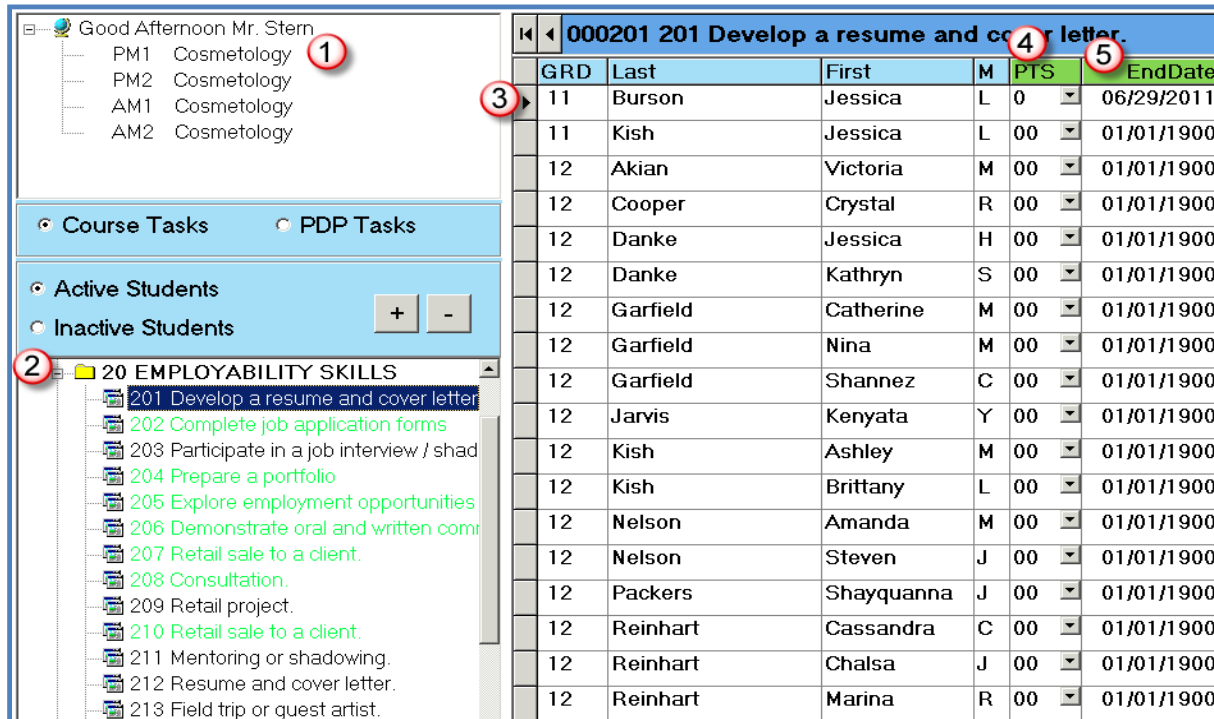
Teacher Grading

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 or manually enter 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



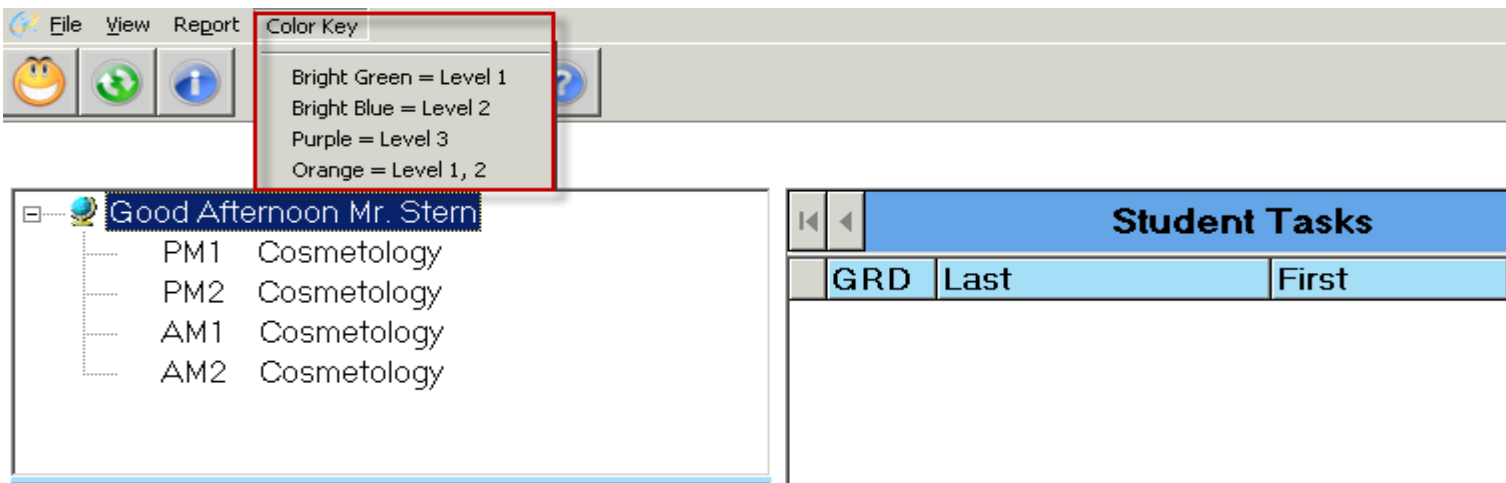
Teacher Grading

Skill Grading

Task Grading

If your site uses Skill Level you can view the Color Key from top of the module

- 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.



The screenshot shows the software interface with the 'Color Key' menu open. The menu lists the following color-coding for skill levels:

- Bright Green = Level 1
- Bright Blue = Level 2
- Purple = Level 3
- Orange = Level 1, 2

Below the menu, a 'Student Tasks' table is visible. The table has a header row with 'GRD', 'Last', and 'First' columns. The first row of data shows 'PM1 Cosmetology' in the 'GRD' column, 'Stern' in the 'Last' column, and an empty cell in the 'First' column.

Student Tasks		
GRD	Last	First
PM1 Cosmetology	Stern	

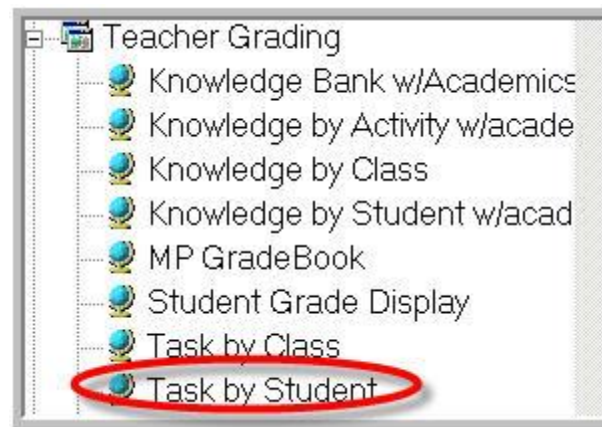


Teacher Grading

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

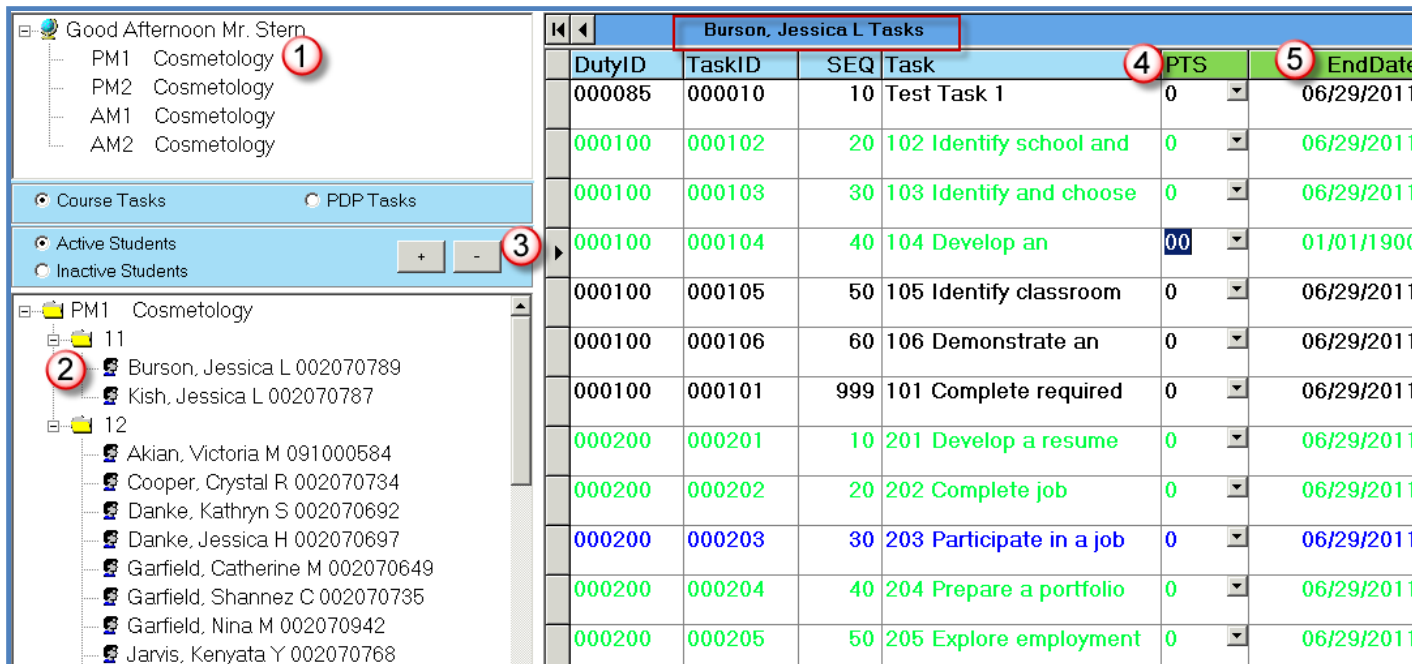
1 Select class: Click session name

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.



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



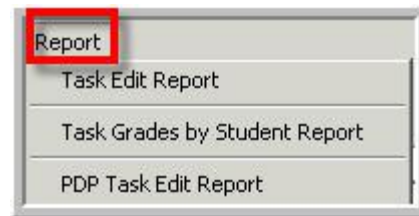
Teacher Grading

Skill Grading

Skill Grade Reporting

Within the module:

- Click on the word **Report** located on the toolbar along the top of the screen
- The report names available will appear. Report titles available vary by module.



Outside the module

Double Click on **Reports** > Double Click **Teacher Grading** >
Click **any teacher Grading report**

All reports within the Teacher Grading Reports folder are available for use.
The following two report samples are commonly used.



Teacher Grading

Skill Grading



Task Grade Reporting

Report Sample: Task Grades by student

Printed at: 05/19/2009 3:59:37PM		Task Grades by Student Report				Page: 1
Student:	Jessica M Viera					
Program:	Cosmetology					
Course:	Cosmetology					
Duty	Task				Task Grade	
	1 Shop Management					
	1 Practices sanitation		Start Date: 01/01/1900	End Date: 05/06/2008	04	
	2 Performs dispensary duties		Start Date: 01/01/1900	End Date: 05/06/2008	03	
Ones:	Twos:	Threes: 3	Fours: 4	Fives:		
			Total Task Grades per Duty:		7	
	2 Care of Hands & Feet				Task Grade	
	1 Give basic manicure		Start Date: 01/01/1900	End Date: 10/16/2008	04	
Ones:	Twos:	Threes:	Fours: 4	Fives:		
			Total Task Grades per Duty:		4	
	3 Care of Hair & Scalp				Task Grade	
	1 Give basic shampoo		Start Date: 01/01/1900	End Date: 04/22/2008	02	
	2 Give hair and scalp treatments		Start Date: 01/01/1900	End Date: 04/22/2008	02	
Ones:	Twos: 4	Threes:	Fours:	Fives:		
			Total Task Grades per Duty:		4	



Teacher Grading

Skill Grading

Task Grade Reporting

Report Sample: Cumulative Task Grade Report

Cumulative Task Grade Report			
Course Duty Task	Start Date	End Date	Task Grade
000000007 Atikka E Akian			
Cosmetology			
Cosmetology			
1 Shop Management			
1 Practices sanitation	01/01/1900	11/07/2008	05
2 Performs dispensary duties	01/01/1900	11/07/2008	05
3 Performs receptionist duties	01/01/1900	11/07/2008	05
Total Task Grades per Duty:			15
2 Care of Hands & Feet			
1 Give basic manicure	01/01/1900	11/06/2008	03
2 Give basic pedicure	01/01/1900	05/06/2008	03
6 Gives advanced manicures	01/01/1900	11/07/2008	03
Total Task Grades per Duty:			9
3 Care of Hair & Scalp			
1 Give basic shampoo	01/01/1900	05/06/2008	02
2 Give hair and scalp treatments	01/01/1900	11/07/2008	02
Total Task Grades per Duty:			4
4 Hair Styling			
1 Give a ridge curl	01/01/1900	09/19/2008	02
2 Performs a c-shaping	01/01/1900	09/19/2008	02
3 Performs roller on base	01/01/1900	11/06/2008	03



Teacher Grading

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Teacher Grading

ClassMate Knowledge Grading

The knowledge grading component in ClassMate is meant to assess, a student's cognitive knowledge about various trade specific topics . These theory based activities will be created, distributed , evaluated and recorded by the instructor. Knowledge activities might include lab or shop assignments, homework assignments, quizzes, tests, mid-term and/or final exams and research activities. The Knowledge grading component is based on the actual points earned divided by the total accumulative points. The Knowledge component percentage is established by the school in the grading formula. During the Marking Period, a student will be given quizzes, tests, assignments and projects to complete. The total number of points able to be earned during any marking period is based on the number of activities assigned and the total points each activity is worth.

An example of the formula for determining the Knowledge portion of a student's grade is as follows:

$$\text{Knowledge Grade} = \text{Points Earned} / \text{Total Points Available}$$



Teacher Grading

ClassMate Knowledge Grading

Knowledge Grade = Points Earned/Total Points Available

Example: There were nine assigned activities for a student to complete during the nine weeks. These activities are summarized below:

- 2 Quizzes (25 pts. Each)
- 2 Tests (100 pts. Each)
- 5 Homework Assignments (10pts. each)

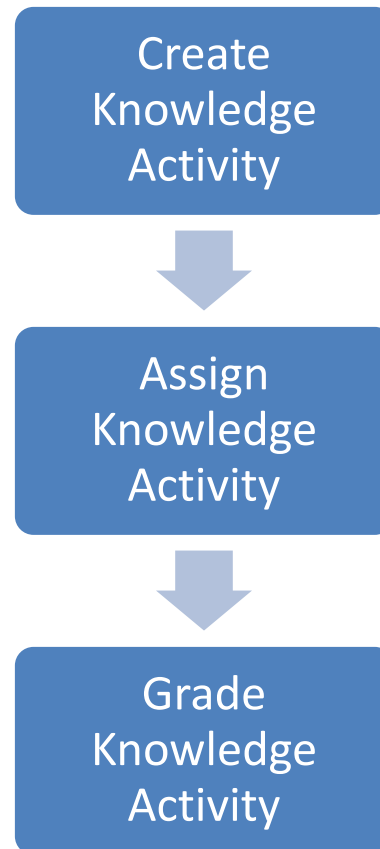
The total number of points available to earn for the nine weeks is 300. The student earned 251 points during the grading period. The resulting overall grade for the Knowledge portion of the nine-week grade would be:

$$\text{Knowledge Grade} = 251/300 = 0.836 \text{ or } \mathbf{84\%}$$



Teacher Grading

ClassMate Knowledge Grading



Teacher Grading Knowledge Bank

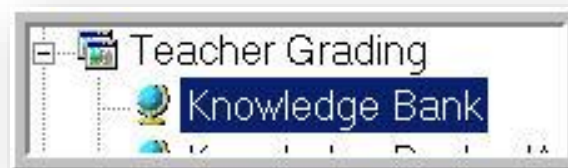
Creating a Knowledge Bank

The knowledge grading component within ClassMate has one pre-requisite piece. Teachers must first create the written tests, quizzes, homework assignments and any other knowledge activities in a knowledge bank.

A knowledge bank is simply an electronic filing cabinet of for all knowledge activities the teachers create. These activities will be assigned and graded. Once the activity is setup in the knowledge bank, ClassMate can easily assign the activity by student, class or grade. Teachers then grade activities.

Getting Started

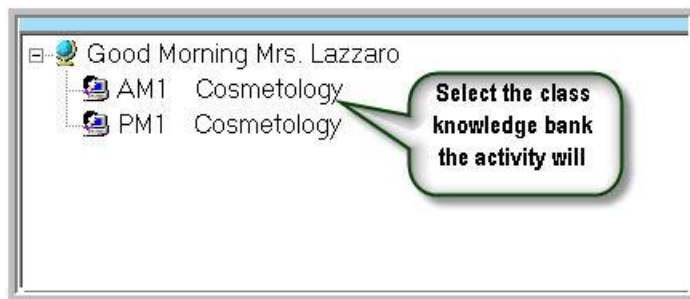
Double Click on **Modules** > Double Click **Teacher Grading** >
Click **Knowledge Bank**



Teacher Grading Knowledge Bank

Creating a Knowledge Activity

Select the class for which you would like to create an activity.



Scroll down to the first blank line in the activity bank. This line is identified by an * (asterisk) in the left side grey column. This line will be used to create the new activity.

AM1 Cosmetology Knowledge Activities				
	SEQ	ID	Activity	PTS
	2202	Test1	Hairdrying Test	100
	2203	PR1	Progress Report Practice I	100
	2204	PR2	Progress Report Practice C	100
	2205	PR3	Progress Report Live	100
	2206	PR4	Sample Curling Quiz	100
	2207	PR5	Sample Hair Solon	100
*				



Teacher Grading Knowledge Bank

Creating a Knowledge Activity

Populate Fields Left to Right. Following Fields are Mandatory.

Select the class you would like to view by clicking on the class name and session.

The selection will highlight the class in blue.

- 1. SEQ** The order in which the activities will appear in the list. This number may be duplicated. Numeric only.
- 2. ID** UNIQUE 6 digit alpha- numeric ID. **NO DUPLICATE ID NUMBERS ARE ALLOWED**
- 3. ACTIVITY** Activity Name
- 4. PTS** Total points the activity is worth
- 5. DESCRIPTION** Details about activity. For example: Ch.1 Test. Salon Safety
- 6. CATEGORY** Select an activity category from the drop down menu

Helpful Hint: If creating an activity that will be used in both classes. Create the activity in one and copy to other .

1	SEQ	ID	2	Activity	3	4	PTS	Description	5	VER	6	Category
	2202	Test1		Hairdrying Test			100	Hair Drying Test		1		Test



Creating a Knowledge Activity

Populate Fields Left to Right. Following Fields are Mandatory.

VER Defaults to 1.

REQ Indicates activity grade is to be calculated in knowledge grading component.
Defaults to “T”.

STATUS Indicates the activity is currently in use. Defaults to “A” for active.

ModDate Date the activity was last edited

ModUser Name of the user that made the last modification to the activity

VER	Category	REQ	Status	ModDate	ModUser
1	Homework Assignme	T	A	11/10/2008	classmate



Helpful Hint: Knowledge activities can be Created for just one class if desired.

Teacher Grading Knowledge Bank

Assigning a Knowledge Activity

- Select the Class knowledge bank you would like to view by clicking on the Class
- Scroll to find the Activity you would like to assign
- Click on the Activity to be assigned. A black arrow will display next to the Activity indicating your selection.



Helpful Hint: To assign Knowledge Activities, they must exist in the correct knowledge bank (AM or PM) in order to assign properly. For example: a student is the PM class cannot be assigned an activity that only exists in the AM knowledge bank.

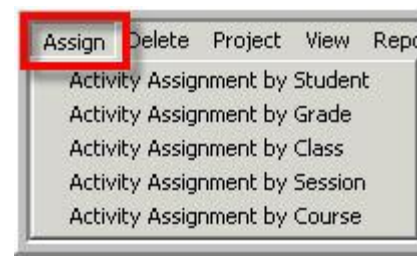


Teacher Grading Knowledge Bank

Assigning a Knowledge Activity

Once you've selected the Activity you want to assign:

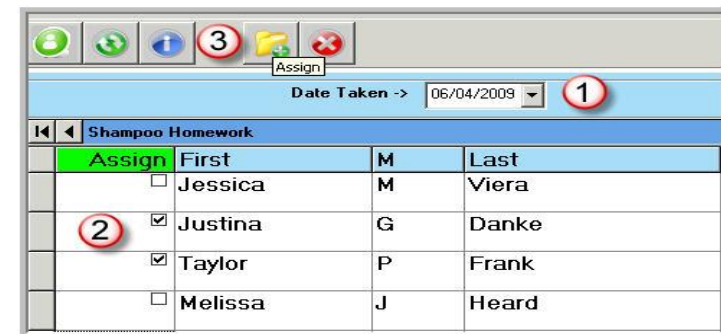
- Click **Assign** located on the top of the screen along the toolbar.
- Select one of the following Assign options:
 - Activity Assignment by Student
 - Activity Assignment by Grade
 - Activity Assignment by Class
 - Activity Assignment by Session
 - Activity Assignment by Course
 - Activity Assignment by Skill Year



Assigning a Knowledge Activity by Student

This option will allow you to select students individually for assignment.

- Click **Activity Assignment by Student**
- Date defaults to current date. Change the date by using the calendar on the drop down menu.
- Click the box to the left of the student name to select
- Click the **Yellow Assign Folder**
- Process Complete Message will display. Click **OK**.

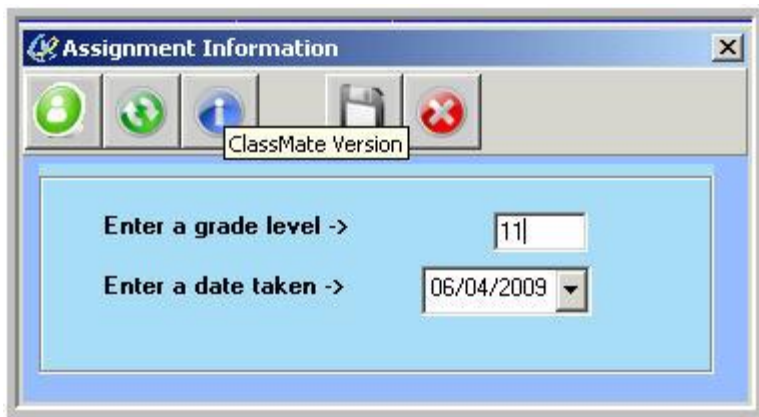


Teacher Grading Knowledge Bank

Assigning a Knowledge Activity by Grade

This option allows selection by Grade Level and will assign to all students in Grade Level entered

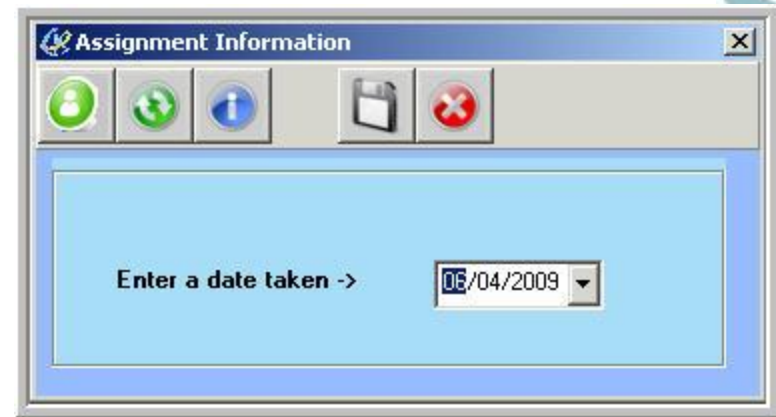
- Click **Activity Assignment by Grade**
- Type the Grade Level into the Enter a grade level field
- Date defaults to current date. Change the date by using the calendar on the drop down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**



Assigning a Knowledge Activity by Class

This option allows selection by Class and will assign to all students in Session current selected

- Click **Activity Assignment by Class**
- Date defaults to current date. Change the date by using the calendar on the drop down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**

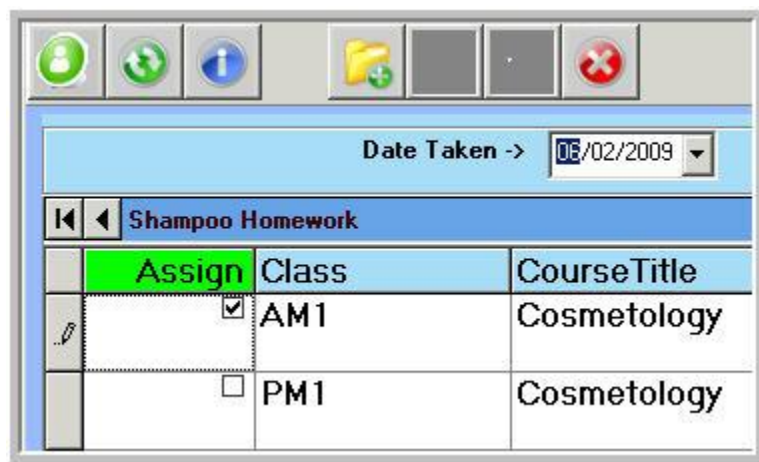


Teacher Grading Knowledge Bank

Assigning a Knowledge Activity by Session

This option allow selection by Session and will assign to all students in Session(s) selected

- Click **Activity Assignment by Session**
- Click the box to the left of the Session name
- Date defaults to current date. Change the date by using the calendar on the drop down menu.
- Click the **Yellow Assign Folder**
- Process Complete Message will display. Click **OK**.




The screenshot shows a dialog box titled 'Shampoo Homework'. At the top, there is a 'Date Taken ->' dropdown menu set to '08/02/2009'. Below this is a table with columns for 'Assign', 'Class', and 'CourseTitle'. The 'Assign' column has a green background and a checkmark icon. The 'Class' column has two rows: 'AM1' with a checked checkbox and 'PM1' with an unchecked checkbox. The 'CourseTitle' column has 'Cosmetology' for both rows.

Assign	Class	CourseTitle
<input checked="" type="checkbox"/>	AM1	Cosmetology
<input type="checkbox"/>	PM1	Cosmetology

Assigning a Knowledge Activity by Course

This option allow selection by Course and will assign to all students in Course

- Click **Activity Assignment by Course**
- Date defaults to current date. Change the date by using the calendar on the drop down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**




The screenshot shows a dialog box titled 'Assignment Information'. It has a 'Date Taken ->' dropdown menu set to '08/04/2009'. The main area of the dialog is empty, with the text 'Enter a date taken ->' and the dropdown menu.

Teacher Grading Knowledge Bank

Activity Assignment Status Color Coding

- As you begin to assign Knowledge Activities to students, a colored Assignment Status will appear in the column between the SEQ # & ID #.
- The Assignment Status's are:
 - Red** = Activity Assigned to All Students
 - Yellow** = Activity Assigned to Some Student
 - Green** = Activity Assigned to No Students

Assignment Status



- Assigned to All
- Assigned to Some
- Assigned to None

Good Morning Mr. Stern

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

Activity Search

Sequence:


ID:

Activity:

Category:

*** Final Exam

Assignment Status



- Assigned to All
- Assigned to Some
- Assigned to None

PM1 Cosmetology Knowledge Activities

SEQ#	ID	Activity	PTS	VER	Category	Description	REQ	Status	ModDate	ModUser
10	000010	Handbook	100	1	Test		T	A	08/11/2009	rstern
20	000020	Sanitation	100	1	Test		T	A	08/11/2009	rstern
30	000030	Pre Ch 1 History anc	100	1	Test		T	A	08/11/2009	rstern
31	000031	Post Ch 1 History ar	100	1	Test		T	A	08/11/2009	rstern
40	000040	Pre Ch 2 Life Skills	100	1	Test		T	A	08/13/2009	rstern
41	000041	Post Ch 2 Life Skills	100	1	Test		T	A	08/13/2009	rstern
50	000050	Pre Ch 3 Profession	100	1	Test		T	A	08/13/2009	rstern
51	000051	Post Ch 3 Professio	100	1	Test		T	A	08/13/2009	rstern
60	000060	Pre Ch 4 Communic	100	1	Test		T	A	08/13/2009	rstern
61	000061	Post Ch 4 Communi	100	1	Test		T	A	08/13/2009	rstern



Teacher Grading Knowledge Bank



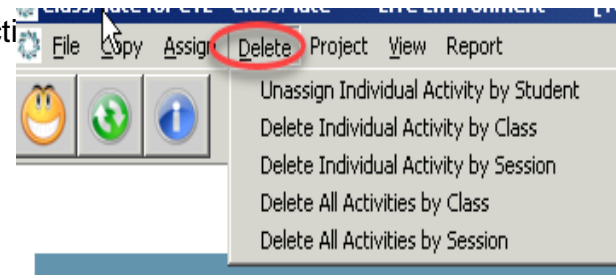
Editing a Knowledge Bank Activity

- Knowledge Bank activities may be edited or deleted after they are created, however, we do not recommend editing/deleting during the school year as activities could be assigned to students with grades attached and **MAY NOT BE DELETED IN THE CURRENT SCHOOL YEAR.** This is usually updated at the beginning of the school year before grades are entered.

Deleting a Knowledge Bank Activity

Click the word **Delete** located on the top of the screen along the toolbar.

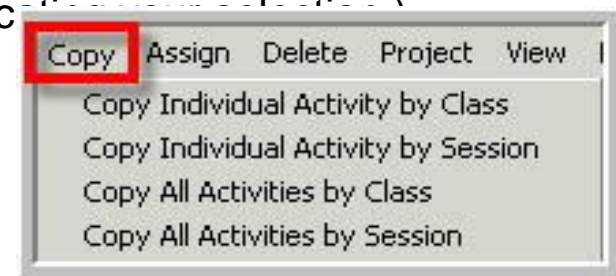
- Click on the activity to be copied if appropriate.
(A black arrow will display next to the activity indicating your selection.)
- Select one of the following **Delete** options:
 - Unassign Individual Activity by Student
 - Delete Individual Activity by Class
 - Delete Individual Activity by Session
 - Delete All Activities by Class
 - Delete All Activities by Session



Copy a Knowledge Bank Activity

Click the word **Copy** located on the top of the screen along the toolbar.

- Click on the activity to be copied if appropriate
(A black arrow will display next to the activity indicating your selection.)
- Select one of the following **Copy** options:
 - Copy Individual Activity by Class
 - Copy Individual Activity by Session
 - Copy All Activities by Class
 - Copy All Activities by Session



Teacher Grading

Knowledge Grading by Class

After assigning an activity, a grade can then be entered into ClassMate. Activity assignments and grades should be entered immediately into the system.

Getting Started

Double Click **Modules** > Double Click **Teacher Grading** > Click **Knowledge By Class**



1. You can also Assign or Unassign activities in this module by selecting Edit from the top of the module and choosing Assign or Unassign. This will display a pop up box allowing you to edit Date Taken and choose what activity(s) to assign/unassign to the selected student. Once selected click the Yellow Folder to Add/Remove
2. In this module **PTS** 999.99 indicates the activity was assigned but not graded. If you need to unassign an activity from a student the **PTS** field **MUST** be 999.99 and the **REQ** field **MUST** be F in order for the system to allow the unassignment. You can either right click and select **unassign** or select Edit > Unassign from top menu
3. You can also enter a Comment in the field and Save
4. The module defaults to **Active** students – to display select the ***Inactive** Radio button



Teacher Grading Knowledge Bank

ClassMate for CTE - ClassMate - ** Live Environment ** - [Teacher Knowledge Activity By Activity (SKN2_MTB)]

File Edit View Report

Assign Unassign

1

Classes

- Good Morning Mr. Stern
 - AM Automotive Collision & Refinishing Technology
 - PM Automotive Collision & Refinishing Technology

GRD	Last	First	M	PTS	REQ	DateTaken	MP	Retakes	TotPts	Comment
10	Banach	Blaze	D	10	T	02/22/2019	3	0	10	extra time
10	Banach	David	J	999.99	F	02/26/2019	3	0	10	
9	Banach	Raven	M	999.99	F	02/26/2019	3	0	10	

3

Active Students Inactive Students

4

Activities

- AM Automotive Collision & Refinishing Technology
 - 3 v.1 000013 Req. Paperwork
 - 9 v.1 00000 Shop safety test
 - 10 v.1 000001 Chapter 1 study guide
 - 11 v.1 00001 Chapter 1 test
 - 12 v.1 000002 Chapter 2 study guide
 - 13 v.1 00002 chapter 2 test
 - 14 v.1 000003 chapter 3 study guide
 - 15 v.1 00003 chapter 3 test

14 v.1 000003 chapter 3 study guide

GRD	Last	First	M	PTS	REQ	DateTaken	MP
10	Banach	Blaze	D	10	T	02/22/2019	3
10	Banach	David	J	999.99	F	02/26/2019	3
9	Banach	Raven	M	999.99	F	02/26/2019	3

Automotive Collision & Refinishing Technology AM Activity Assignment by Student

Date Taken -> 02/26/2019

Assign	First	M	Last	GRD	School	Student
<input type="checkbox"/>	Isaiah	M	Banach	11	EAHS	000012847
<input checked="" type="checkbox"/>	Dante	L	C	11	EAHS	000012913
<input type="checkbox"/>	Cheyenne	M	Dell	11	EAHS	000013038
<input checked="" type="checkbox"/>	Garrett	C	Einstein	10	EAHS	000012982
<input type="checkbox"/>	Isaiah	A	Garfield	10	EAHS	000012981
<input type="checkbox"/>	Cody	W	Kish	12	EAHS	000013059
<input type="checkbox"/>	Christopher	W	Mottau	10	NAHS	000012952
<input type="checkbox"/>	Jonathan	T	Mottau	11	PAHS	000013143
<input type="checkbox"/>	Justin		Oliveira	11	EAHS	000012936
<input type="checkbox"/>	Max		Packers	10	EAHS	000013061
<input type="checkbox"/>	Keonne		Reale	10	WAHS	000012989
<input type="checkbox"/>	Eli		Reale	10	WAHS	000013054
<input type="checkbox"/>	Sunny	E	Stern	11	EAHS	000012592
<input type="checkbox"/>	Demetrius	D	Stern	10	EAHS	000013110
<input type="checkbox"/>	Junito	F	Viera	11	EAHS	000012822

click to save selection and assign

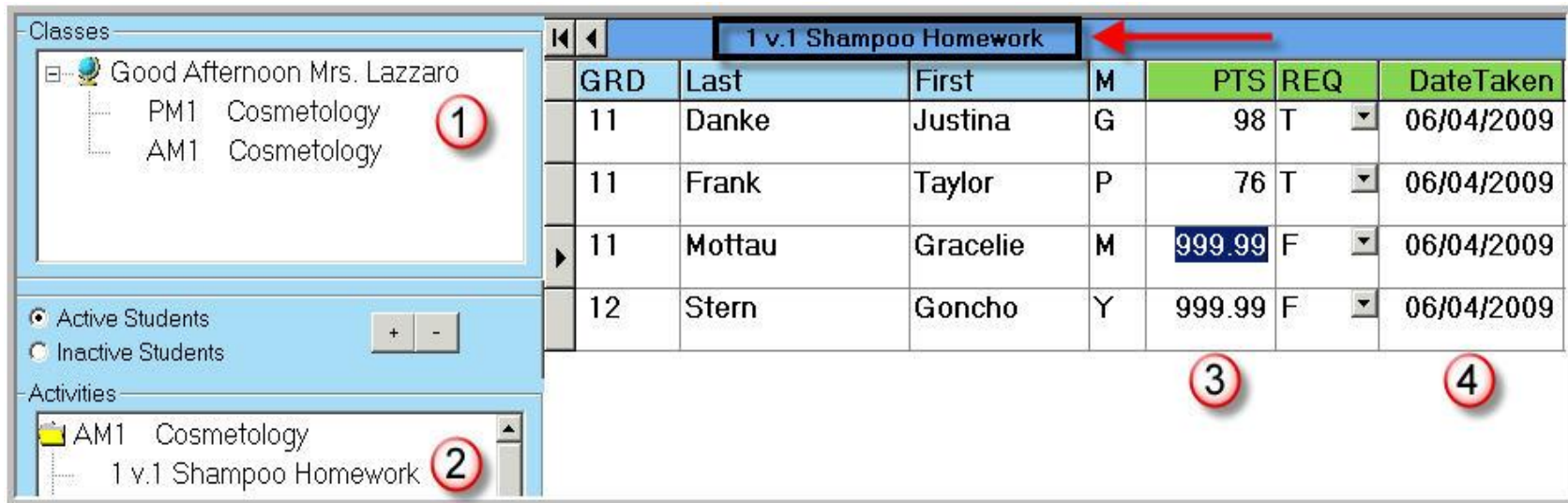
check box to select student assigning activity to



Teacher Grading

Entering Knowledge Grades

- 1 Select the class you would like to enter grades. This option lists students by class.
- 2 Select the activity you would like to grade by clicking on the activity name. The activity name will appear above the student names. (See red arrow)
- 3 Type grade into the **GREEN** column header **PTS**.
- 4 Edit the date as needed. Date defaults to the current date.



GRD	Last	First	M	PTS	REQ	DateTaken
11	Danke	Justina	G	98	T	06/04/2009
11	Frank	Taylor	P	76	T	06/04/2009
11	Mottau	Gracelie	M	999.99	F	06/04/2009
12	Stern	Goncho	Y	999.99	F	06/04/2009

Helpful Hints: If you are trying to grade an activity and do not see it, one of 2 things occurred. You did not assign the activity or you assigned the activity to the wrong class.

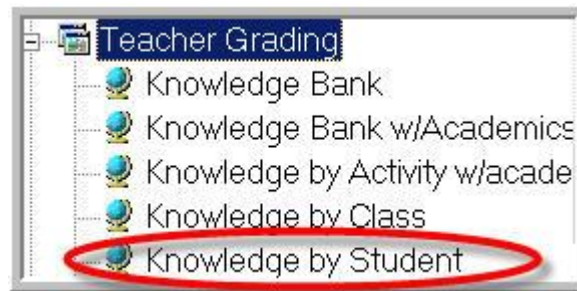
Teacher Grading

Knowledge Grading by Student

After assigning an activity a grade can then be entered into ClassMate. Activity assignments and grades should be entered immediately into the system.

Getting Started

Double Click **Modules**>Double Click **Teacher Grading**
> Click **Knowledge By Student**



In this module you have the option to view the current Marking Period, previous Marking Periods or all Marking Periods.
PTS 999.99 indicates the activity was assigned but not graded.

The module defaults to Active students – to display select the *Inactive Radio button

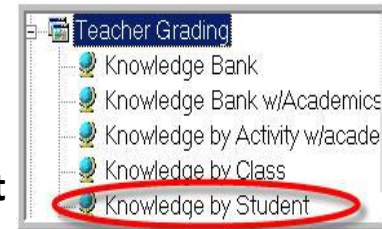
Teacher Grading

Knowledge Grading by Class

After assigning an activity, a grade can then be entered into ClassMate. Activity assignments and grades should be entered immediately into the system.

Getting Started

Double Click **Modules** > Double Click **Teacher Grading** > Click **Knowledge By Student**



1. You can also Assign or Unassign activities in this module by selecting Edit from the top of the module and choosing Assign or Unassign. This will display a pop up box allowing you to edit Date Taken and choose what activity(s) to assign/unassign to the selected student. Once selected click the Yellow Folder to Add/Remove
2. In this module **PTS** 999.99 indicates the activity was assigned but not graded. If you need to unassign an activity from a student the **PTS** field **MUST** be 999.99 and the **REQ** field **MUST** be F in order for the system to allow the unassignment. You can either right click and select **unassign** or select Edit > Unassign from top menu
3. You can also enter a Comment in the field and Save
4. The module defaults to **Active** students – to display select the ***Inactive** Radio button
5. In this module you have the option to view the current Marking Period, previous Marking Periods or all Marking Periods.



Teacher Grading Knowledge Bank

ClassMate for CTE - ClassMate - ** Live Environment ** - [Teacher Knowledge Activity By Student (SKN1_MTB)]

File Edit View Report

Assign Unassign

Classes

- Good Morning Mr. Stern
 - AM Automotive Collision & Refinishing Technology
 - PM Automotive Collision & Refinishing Technology

Students

- AM Automotive Collision & Refinishing Technology
 - Banach, Blaze D 000012802
 - Banach, David J 000013099

Banach, Blaze D 000012802

SEQ ID	Activity	PTS	REQ	Date Taken	MP	TotPts	Comment
14 000003	chapter 3 study guide	10	T	02/22/2019	3	10	extra time 3
3 000013	Req. Paperwork	999.99	F	02/22/2019	3	10	

Active Students

Inactive Students

Current Marking Periods

Previous Marking Periods

All Marking Periods

Automotive Collision & Refinishing Technology AM Activity Assignment by Activity

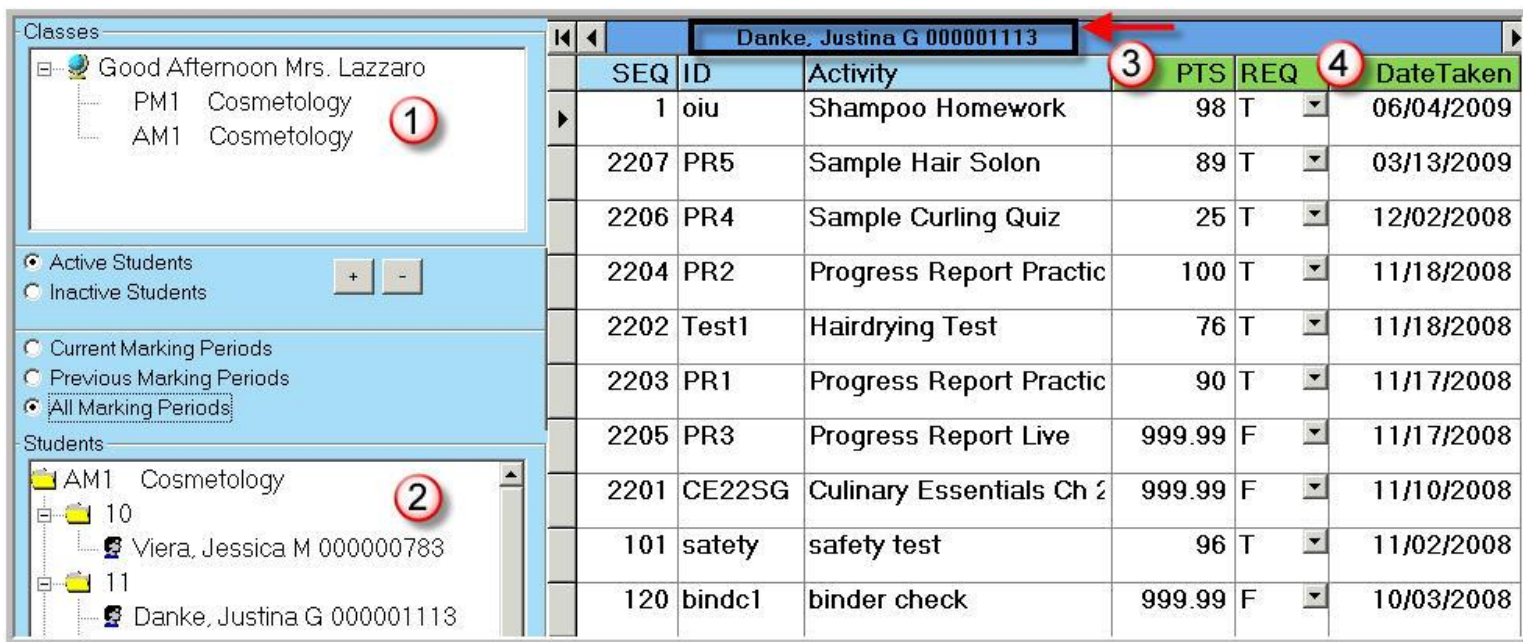
Date Taken -> 02/26/2019

Assign	SEQ ID	Activity	Category	VER	Class	Course	Program
<input type="checkbox"/>	9 00000	Shop safety test	000007	1	AM	470603	470603
<input checked="" type="checkbox"/>	10 00001	chapter 1 study guide	000004	1	AM	470603	470603
<input type="checkbox"/>	11 00001	Chapter 1 test	000004	1	AM	470603	470603
<input type="checkbox"/>	12 00002	Chapter 2 study guide	000004	1	AM	470603	470603
<input type="checkbox"/>	13 00002	chapter 2 test	000007	1	AM	470603	470603
<input type="checkbox"/>	15 00003	chapter 3 test	000007	1	AM	470603	470603
<input checked="" type="checkbox"/>	16 000012	Handtool identification	000007	1	AM	470603	470603
<input type="checkbox"/>	17 000004	Chapter 4 class assignment	000004	1	AM	470603	470603
<input type="checkbox"/>	18 00004	chapter 4 test	000007	1	AM	470603	470603
<input type="checkbox"/>	19 000005	Chapter 5 study guide	000004	1	AM	470603	470603
<input type="checkbox"/>	20 00005	Chapter5	000007	1	AM	470603	470603
<input type="checkbox"/>	21 00005	Chapter 5 gun parts	000008	1	AM	470603	470603
<input type="checkbox"/>	22 000006	chapter 6 study guide	000004	1	AM	470603	470603



Teacher Grading Entering Knowledge Grades

- 1 Select the class with the student you would like to enter grades. This option lists students grade level then alphabetically.
- 2 Select the activity you would like to grade by clicking on the activity name. The student name will appear above the activity names. (See red arrow)
- 3 Type grade into the **GREEN** column header **PTS**.
- 4 Edit the date as needed. Date defaults to the current date.



SEQ	ID	Activity	PTS	REQ	DateTaken
1	oiu	Shampoo Homework	98	T	06/04/2009
2207	PR5	Sample Hair Solon	89	T	03/13/2009
2206	PR4	Sample Curling Quiz	25	T	12/02/2008
2204	PR2	Progress Report Practic	100	T	11/18/2008
2202	Test1	Hairdrying Test	76	T	11/18/2008
2203	PR1	Progress Report Practic	90	T	11/17/2008
2205	PR3	Progress Report Live	999.99	F	11/17/2008
2201	CE22SG	Culinary Essentials Ch 2	999.99	F	11/10/2008
101	safety	safety test	96	T	11/02/2008
120	bindc1	binder check	999.99	F	10/03/2008

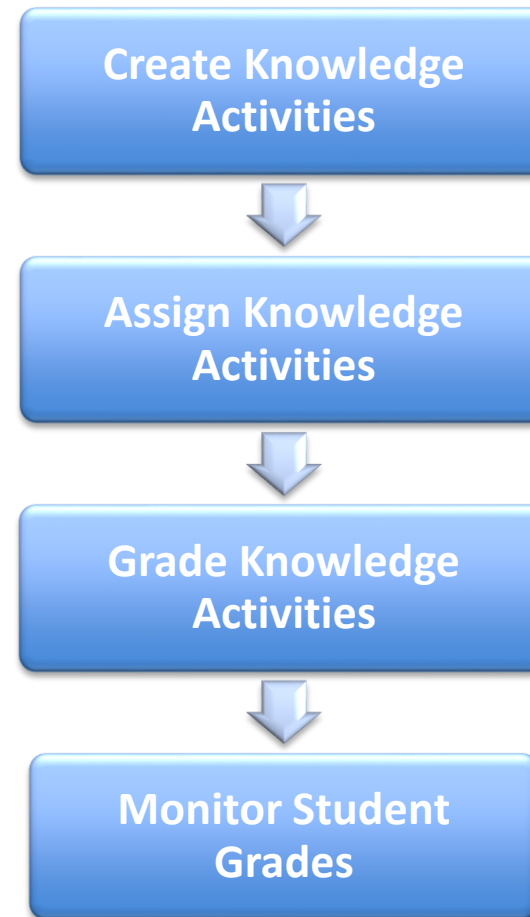


Teacher Grading

Knowledge Grading

Putting It All Together

- **Create Knowledge Bank Activities**
 - Edit as needed
- **Assign Activities**
 - By Student
 - By Grade
 - By Class
 - By Session
 - By Course
- **Grade Activities**
 - By Student
 - By Class
- **Monitor Grades**
 - MP Grade Book



Teacher Grading MP GradeBook

MP GradeBook

Opening this module automatically calculates a current grade calculation for all students in Course. If however, you open this module in the AM please click Calculate at the top of the module and select Yesterday's WE Calculation so it calculates any PM classes accurately due to Attendance not being taken until later in the day.

You can use this module to view student grades during the Current MP as well as to Edit, if necessary.

Getting Started

Double Click **Modules** > Double Click **Teacher Grading**
> Click **MP GradeBook**

- Select the class you would like to view/edit/enter grades. This option lists students by class
- Select student name from roster.
- Click to the right of the numeric grade listed in each grading component to display a black arrow at the top right of the field – click to select to display component grades
- Selection will display pop up window with student grades: assigned activities, tasks, work ethics, etc.
- View/edit/enter student grades as needed right from this grid.

Note: Current marking period, Grading formula, Work ethic rubric and task rubric display above grid.



Teacher Grading MP GradeBook



MP GradeBook

After assigning an activity a grade can then be entered into ClassMate. Activity assignments and grades should be entered immediately into the system. However, ClassMate provides a summary of all grades to date with real time grade calculation.

Current MP:		Atikka Akian 000000007								
<input type="button" value="+"/> <input type="button" value="-"/>		Formula: Option #5: KN 30%, WE 30%, SK 40%				Task Rubric: 05		Work Ethic Rubric: 10		
<ul style="list-style-type: none"> Good Morning Mrs. Stern AM2 Cosmetology PM2 Cosmetology 		AM2 Cosmetology								
		Last	First	M	PGR	SKL	KNW	WE	PDP	EMP
		Akian	Atikka	E	75	91	100	30	999	999
		Burson	Ashley	K	71	80	100	29	999	999

Teacher Grading MP GradeBook

MP GradeBook Field Key

ClassMate Abbreviation	Definition
GRD	Grade Level
Last	Last Name
First	First Name
M	Middle Initial
PGR	Period Grade Calculation
SKL	Skill Grade
KNW	Knowledge Grade
WE	Work Ethic Grade
PDP	Professional Development Program
EMP	Employability Grade



Teacher Grading MP GradeBook

MP GradeBook Field Key

ClassMate Abbreviation	Definition
MID	Mid-term grade (included if Mid-term grade is part of your grading formula)
FEX	Final Exam grade (included if Final Exam grade is part of your grading formula)
FNL	Final Grade (Will calculate when all required grading formula components are present)
SEM1	Semester Class 1
SEM2	Semester Class 2
Incp	Incomplete Grade
Student	ClassMate Student ID



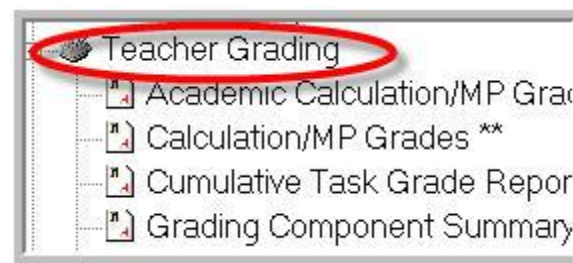
Teacher Grading MP GradeBook

Teacher Reports

Teachers have access to a variety of reports within ClassMate. All reports can be accessed through the Reports folder or by clicking on the word **“Report”** while working within a module. The word **“Report”** is located on toolbar along the top of the screen. Reports found within the module are selected and maintained by your system administrator.

All Teacher Grading reports can be found under the **“Report”** folder

Double Click on **Reports** > Double Click **Teacher Grading**
>Single Click report you want to view



Teacher Grading MP GradeBook

Teacher Reports

Listed Below are some of the most commonly used reports.

Work Ethic

Daily Work Ethic Report with and without comments

Knowledge Grade Reports

Knowledge Activity Bank Report
Student Knowledge Activity Report

Skill Grade Reports

Task Edit Report
Task Grade by Student Report
Cumulative Task Grade Report

Overall Grade Reports

Current Grade by Student
Current Grade by Class
Student MP Grade Profile
Calculation/MP Grades
Teacher MP Grade Report
MP Grade Profile
Student Calculation Report



ClassMate

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Bethlehem, PA 18017

855-984-1228 Help Desk: Option 1
www.classmate.net

