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:

Work Ethics Grade = Points Earned/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.

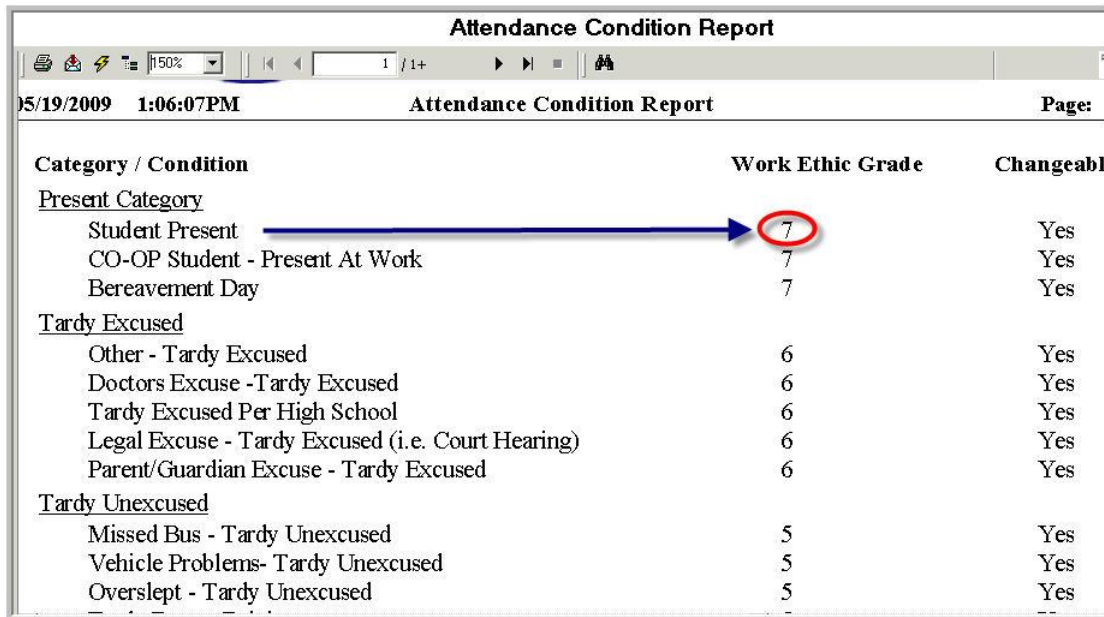The resulting overall grade for the Work Ethics portion of the nine-week grade would be:

Work Ethics grade = 392/420 = 0.933 or **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.

Attendance Condition Report

05/19/2009   1:06:07PM   **Attendance Condition Report**   Page:

Category / Condition	Work Ethic Grade	Changeable
Present Category		
Student Present	7	Yes
CO-OP Student - Present At Work	7	Yes
Bereavement Day	7	Yes
Tardy Excused		
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
Tardy Unexcused		
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 modifies. 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**
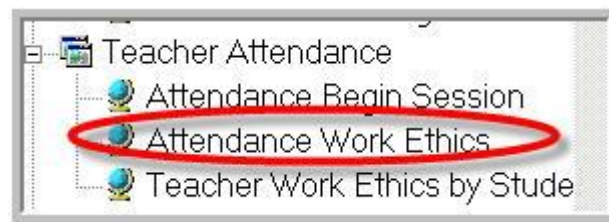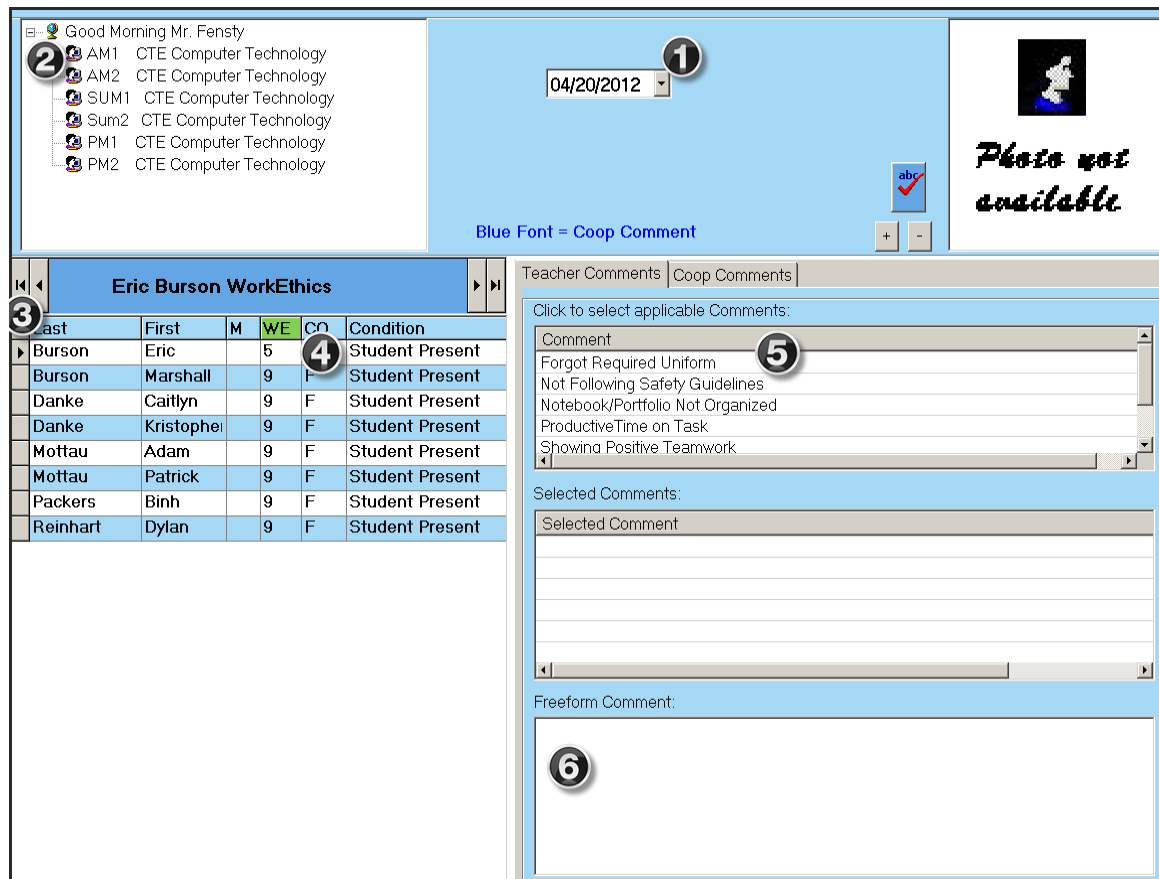
- This module allows teachers to individually edit a default Work Ethic Grade for each student. The module is <u>grouped by class</u>.
- This module is best for modifying the Work Ethic Grade on a daily basis.
- A Work Ethic Grade can only be modified if allowed by policy.
  Please see your **Attendance 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.

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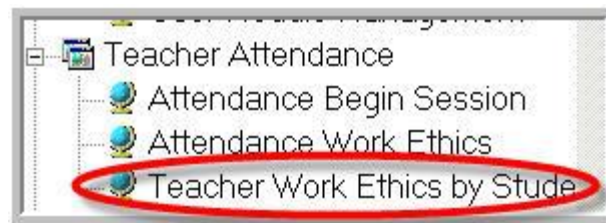
Teacher Grading
Work Ethic

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 <u>grouped by student name</u>.

- 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.
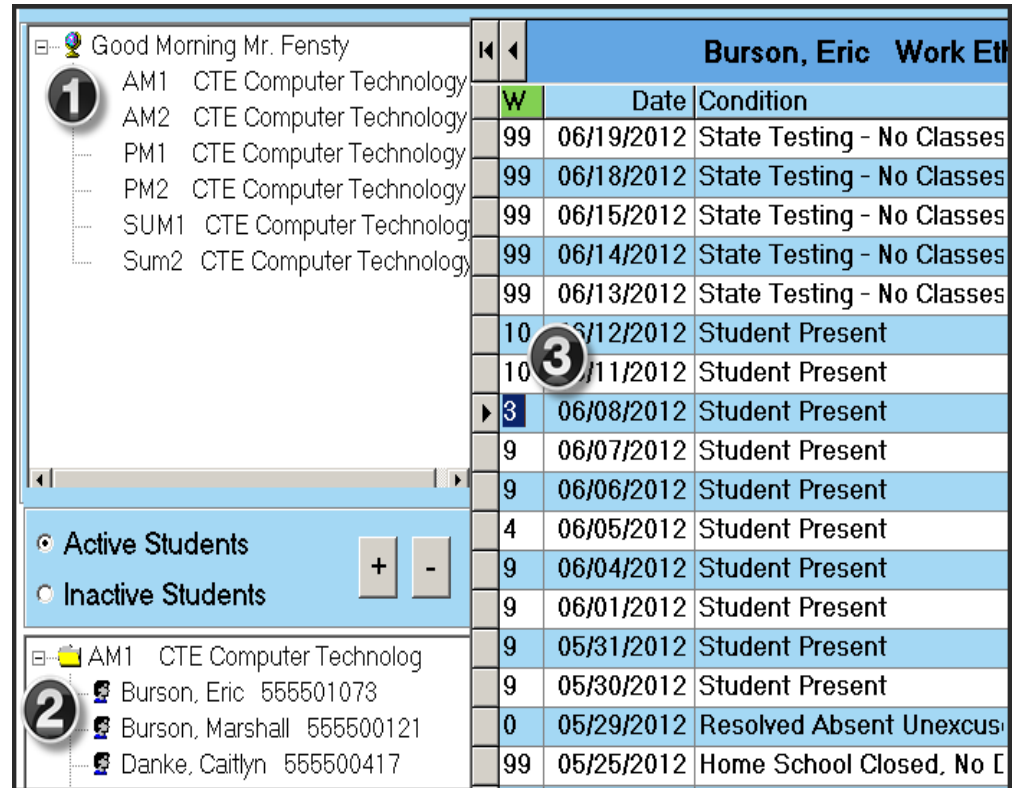
Teacher Grading
Work Ethic

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.

Teacher Grading
Work Ethic

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.

Report
Daily Workethic Report
Student Workethic Comment Report
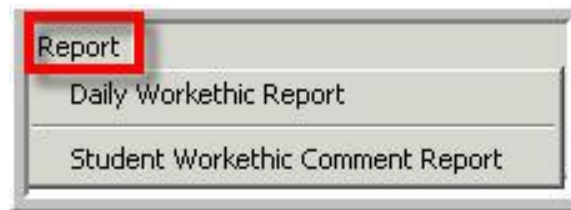
Reporting Outside the module

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.
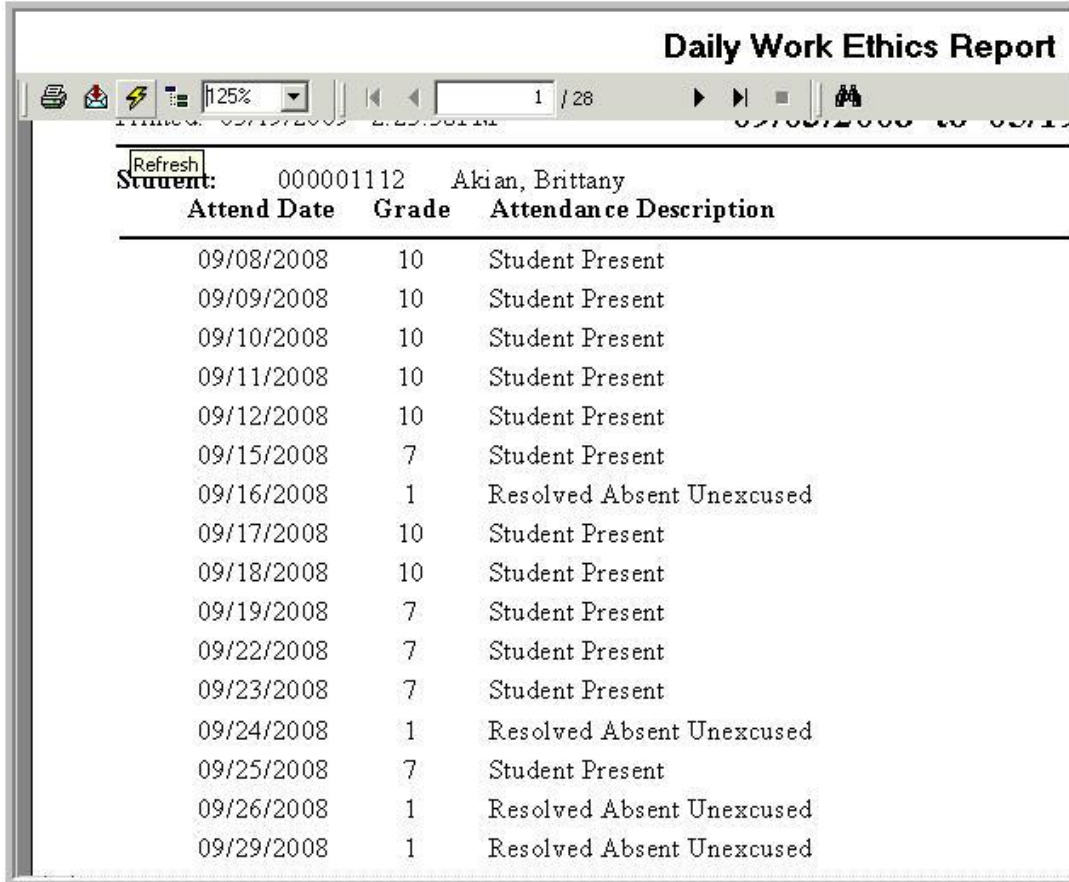
The following two report samples are commonly used.

Teacher Grading
Work Ethic

Work Ethic Reporting

Report Samples:

Daily Work Ethics Report

| | 125% | | | 1 / 28 | | |

Refresh

Printed: 09/19/2009 2:23:38 PM   09/08/2008 to 03/19

Student: 000001112   Akian, Brittany

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 / PM1
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 will 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:

Skills Grade = Points Earned/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:

Skills Grade = 82/90 = 0.910 or **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**
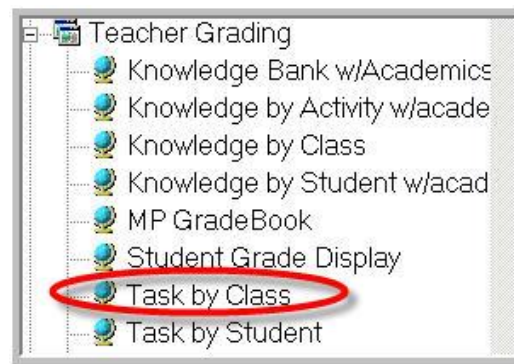
- This module allows teachers to individually grade a task for each student. The module is <u>grouped by class</u>.
- The task is automatically stamped with the current date when rubric grade is selected.
- A task can be graded one time during each marking period if needed.
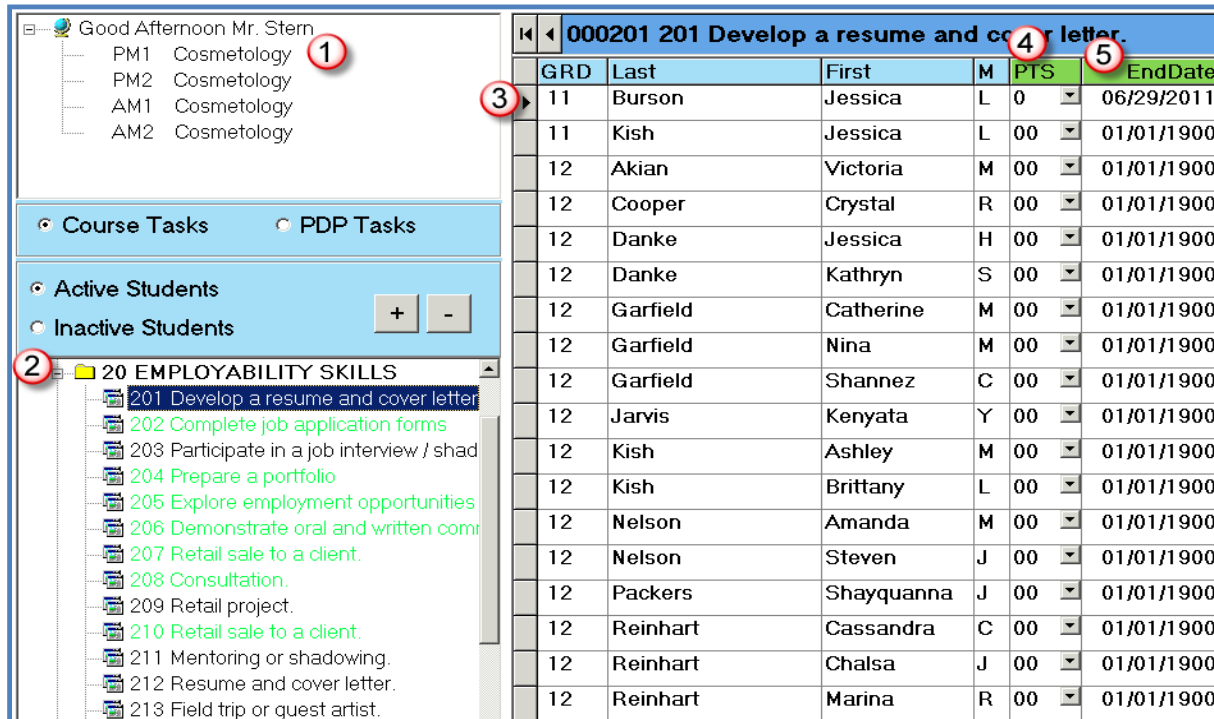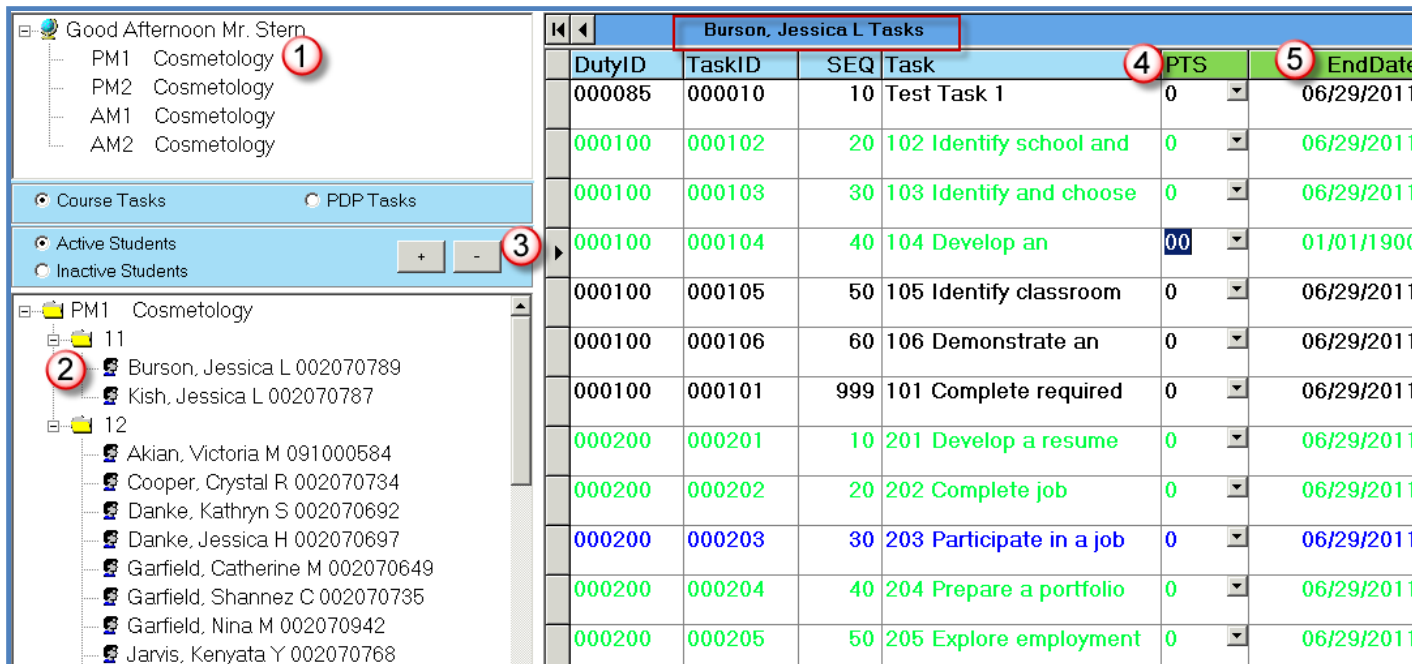
Teacher Grading
Skill Grading

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.

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.

Teacher Grading
Skill Grading

Getting Started

Double Click on **Modules >** Double Click **Teacher Grading >**
Click **Task by Student**
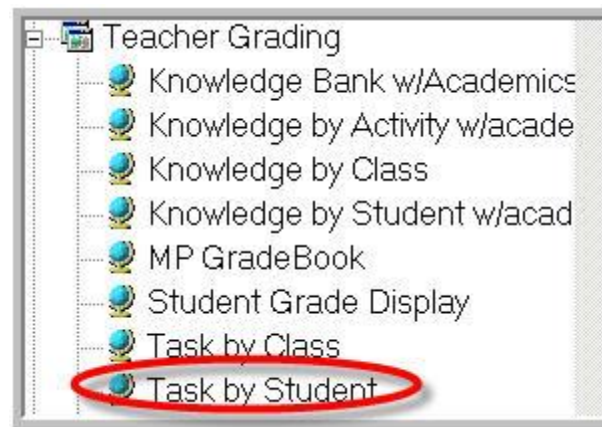
- This module allows teachers to individually grade a task for each student. The module is <u>grouped by student name</u>. This module is best when entering several task grades for a student at one time.
- The task is automatically stamped with the current date when rubric grade is selected.
- A task 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.

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.
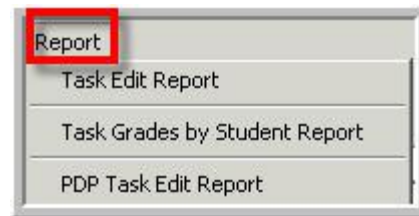
Outside the module

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

Teacher Grading
Skill Grading

Task Grade Reporting

Report Sample: Cumulative Task Grade Report

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

Teacher Grading

ClassMate Knowledge Grading

The knowledge grading component in ClassMate is meant to assess, a student's cognitive knowledge about various trade specifics 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:

Knowledge Grade = Points Earned/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:

Knowledge Grade = 251/300 = 0.836 or **84%**

Teacher Grading

ClassMate Knowledge Grading

.

```
┌─────────────────┐
│     Create      │
│   Knowledge     │
│    Activity     │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│     Assign      │
│   Knowledge     │
│    Activity     │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│     Grade       │
│   Knowledge     │
│    Activity     │
└─────────────────┘
```
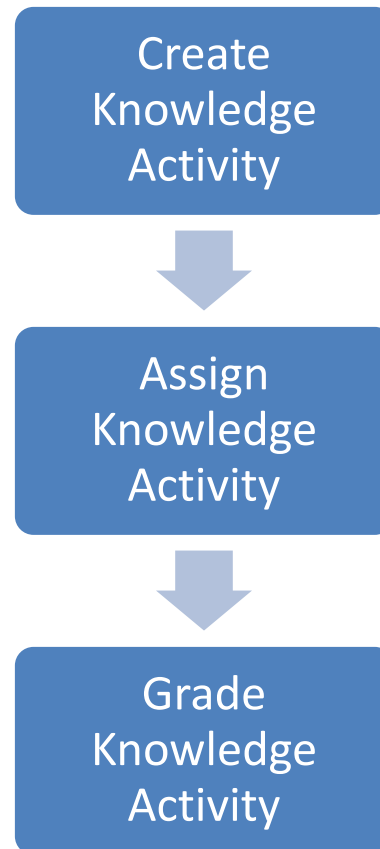
Teacher Grading
Knowledge Bank

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**
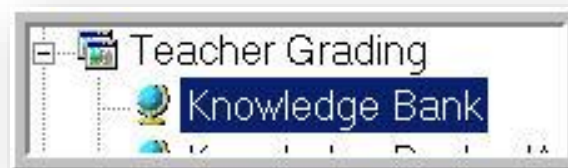
Teacher Grading
Knowledge Bank

Creating a Knowledge Activity

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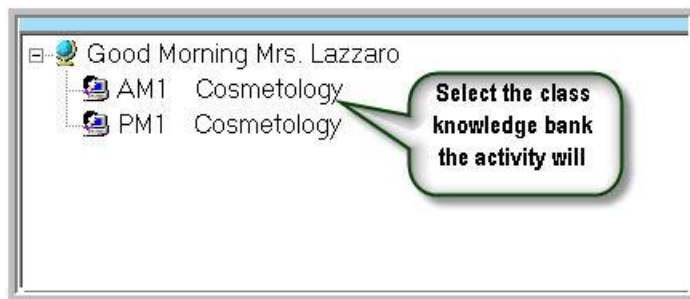
Scroll down to the first blank line in the activity bank. This line is identified by an * (asterisk) in the left side grey column. This line will be used to create the new activity.

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	Category	(6)
2202	Test1	Hairdrying Test	100	Hair Drying Test	1	Test	

Teacher Grading
Knowledge Bank

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
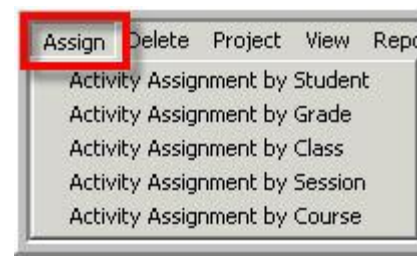
Assigning a Knowledge Activity by Student

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**.
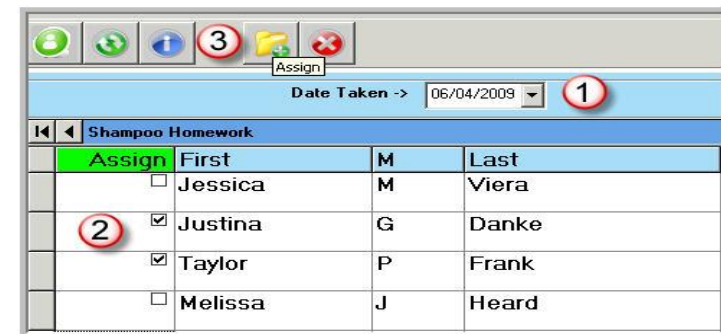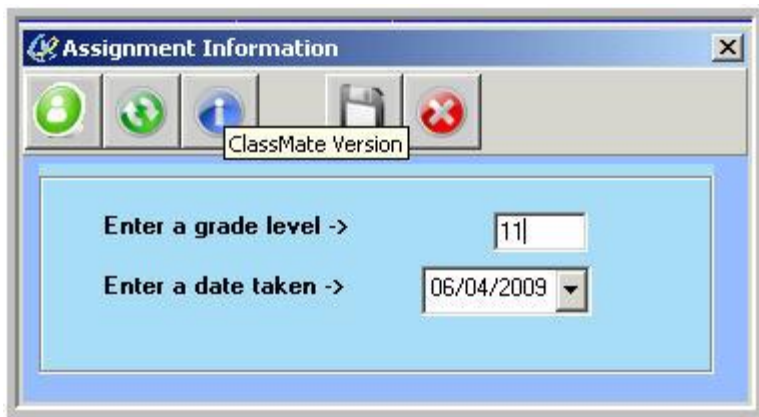
Teacher Grading
Knowledge Bank

Assigning a Knowledge Activity by Grade

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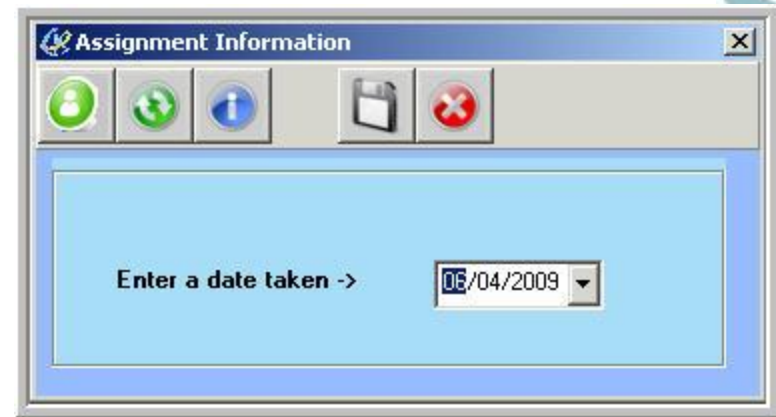
- Click **Activity Assignment by Grade**
- Type the Grade Level into the Enter a grade level field
- Date defaults to current date. Change the date by using the calendar on the drop down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**

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

HARRIS
School Solutions
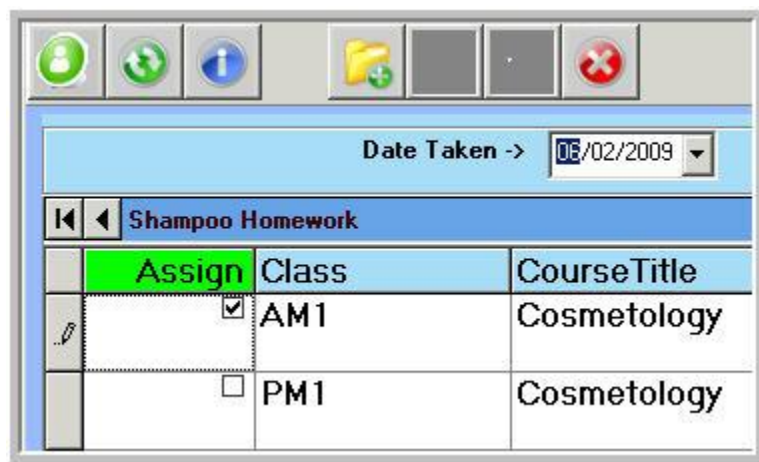
Assigning a Knowledge Activity by Session

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**.

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**

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

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 selecti...
- 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
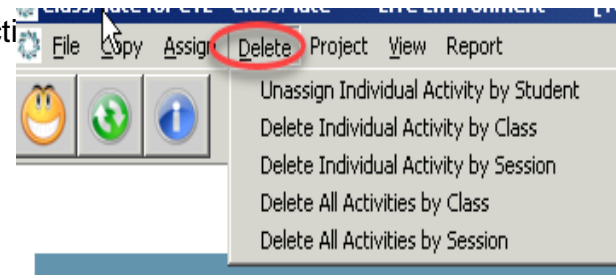
Copy a Knowledge Bank Activity

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 indic...)
- 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
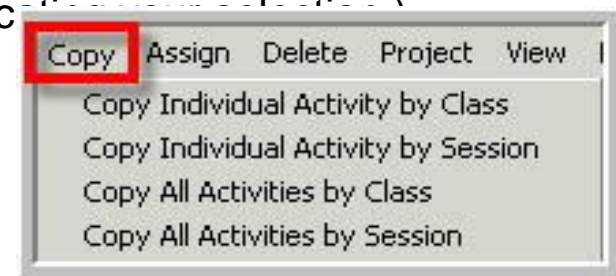
Teacher Grading

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 to top 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

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.

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.
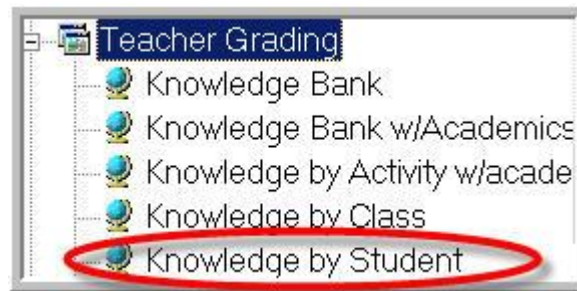
Teacher Grading

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
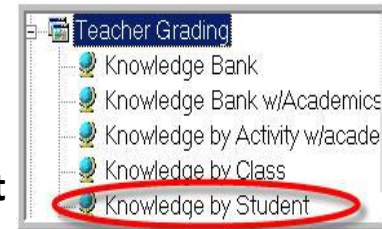
Knowledge Grading by Class

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 to top 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

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.

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

Create Knowledge Activities

⬇

Assign Knowledge Activities

⬇

Grade Knowledge Activities

⬇

Monitor Student Grades
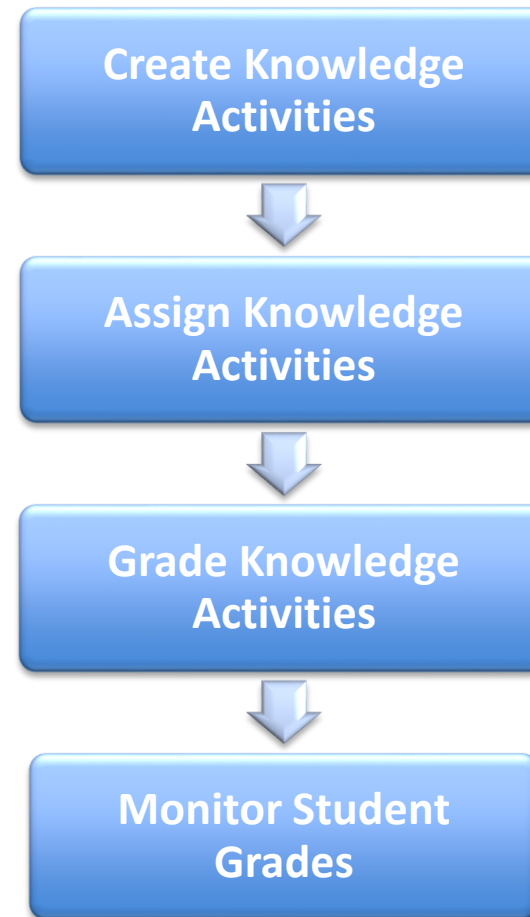
Teacher Grading
MP GradeBook

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.

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
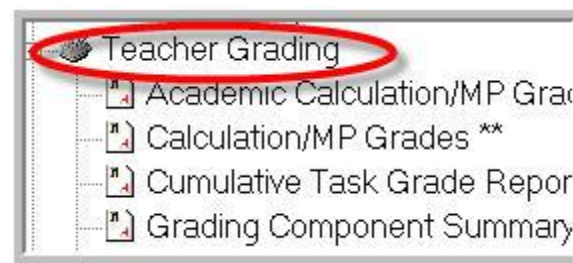
Teacher Grading
MP GradeBook

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

1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

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