

ClassMate

Introduction to District Grade Export

March, 2019



ClassMate Recommendations



Present Export to Districts

Create presentation for Districts regarding ClassMate Export process

Gather Data from Districts

Student ID's or PA secure ID's

Grade Ranges

Course information

Map Data in ClassMate

Schedule trial run with Districts

Set timeline for actual go live



Overview:

District Grade Export Key Terms

Grading Components

Work Ethics Grading

Skill Grading

Knowledge Grading

Data Crosswalks

Student ID Crosswalk

ID Number

Career and Technical School Student ID

District Student ID

PASecureID or other State secure ID

Data Crosswalks

Course ID Crosswalk

Grade Range Crosswalk

Grade Letter

Grade Range Start

Grade Range End



Overview:

ClassMate Grading Components

ClassMate provides career and technical educators with one of the most sophisticated and detailed methodologies for evaluating student performance. ClassMate utilizes multiple grade types such as:

- **Knowledge**
Written Assessments: Tests, quizzes, homework, lab assignment, etc.
- **Skill**
Competency Tracking: Duty/Task List of CTE competencies
- **Work Ethic**
Daily Participation: Attendance, punctuality, teamwork, uniform, etc.
- **Professional Development.**

ClassMate provides career and technical schools with the capability of managing a school-wide grading formula, while allowing teachers the flexibility of grading individual student achievement.



Overview:

STUDENT ID

1. Career and Technical School Student ID
2. District Student ID
3. PAsecureID or other State secure ID

KEY DATA CROSSWALKS

- ***Student ID Crosswalk***

A crosswalk may be setup between the sending district's student ID codes and those present in ClassMate.

- ***Course ID Crosswalk***

A crosswalk may be setup between the sending district's course and class codes and those present in ClassMate.

- ***Grade Range Crosswalk***

ClassMate allows grade ranges to be setup for each sending school. These ranges are setup to convert a CTC grade to the proper sending school equivalent Letter Grade.



Key Data Crosswalks:

Student ID

Maintain sending school Student ID information

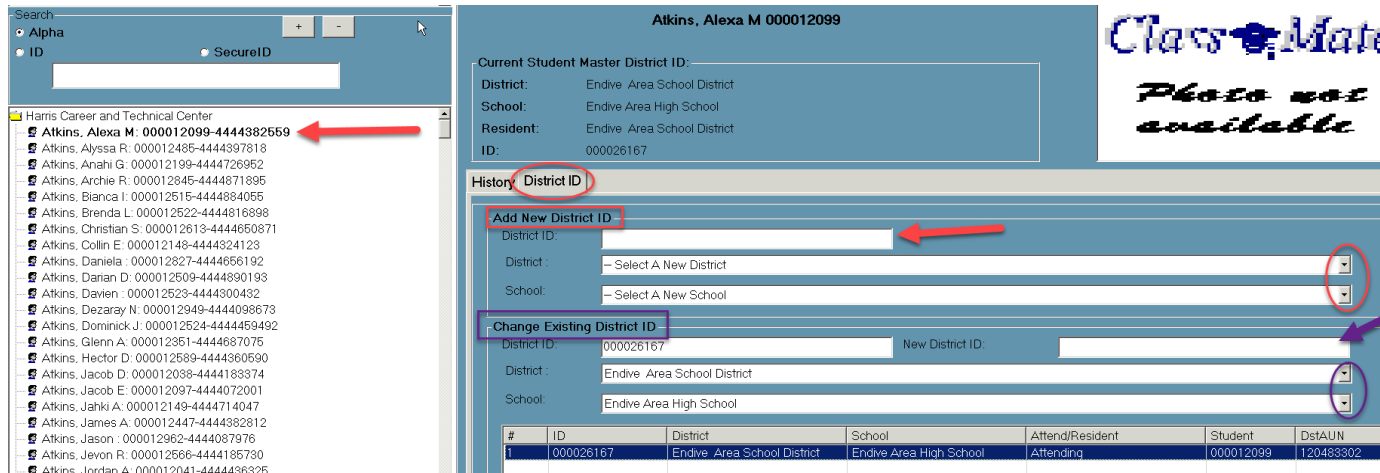
Getting Started

My Modules > District Export Options > District Student ID > District ID tab

Click on the Student name from the list in the left hand view .

The student's District and School current ID entry information will display.

Note: You can also search for a particular student by entering character(s) in the search box and clicking the Binoculars button. Any students matching the search criteria will be highlighted, click on the appropriate student's name.



The screenshot shows the ClassMate software interface. On the left, a list of students is displayed, with 'Atkins, Alex M. 000012099-4444382559' highlighted by a red arrow. The main window displays the 'District ID' management screen for this student. The 'Current Student Master District ID' section shows the following information:

- District: Endive Area School District
- School: Endive Area High School
- Resident: Endive Area School District
- ID: 000026167

The 'History District ID' section shows a table with one entry:

#	ID	District	School	Attend/Resident	Student	DstAUN
1	000026167	Endive Area School District	Endive Area High School	Attending	000012099	120483302

The 'Add New District ID' section includes a search box for the District ID, a dropdown for the District, and a dropdown for the School. The 'Change Existing District ID' section includes a search box for the District ID, a search box for the New District ID, a dropdown for the District, and a dropdown for the School. A red arrow points to the District ID search box, and a purple arrow points to the School dropdown menu. A watermark 'ClassMate Photo not available' is visible in the background.

Key Data Crosswalks:

Student ID

Entering District ID'S

Select the appropriate District and School from the drop-down boxes

Type the corresponding District ID in the **“Enter ID Number”** text box at the bottom right of the screen.

ID Number – Sending school ID number for the selected student.

After updating you will need to select the newest entry from the grid and select Edit > Update Student Master from the top of the module to update the student information in Student Master

Note: If there are any existing ID entries for the selected student you can delete the most recent by clicking the Delete Current button. You will also be able to delete any ID history for this student by clicking the Delete All button.



Overview:

Course and Class ID

You will need to decide on Course ID and Class ID identification for assignments

1. Course Codes & Names

- Your CTE – # 000018 Culinary Arts
- District – # CTE001 Culinary

2. Class Codes & Names

- Your CTE – AM Session
- District – Section 1

Maintain sending school course ID/Code information

Getting Started

My Modules>District Export Options>District Export Crosswalk

Double Click on the appropriate Course Folder in the left hand view

Click on the Class in the left hand view

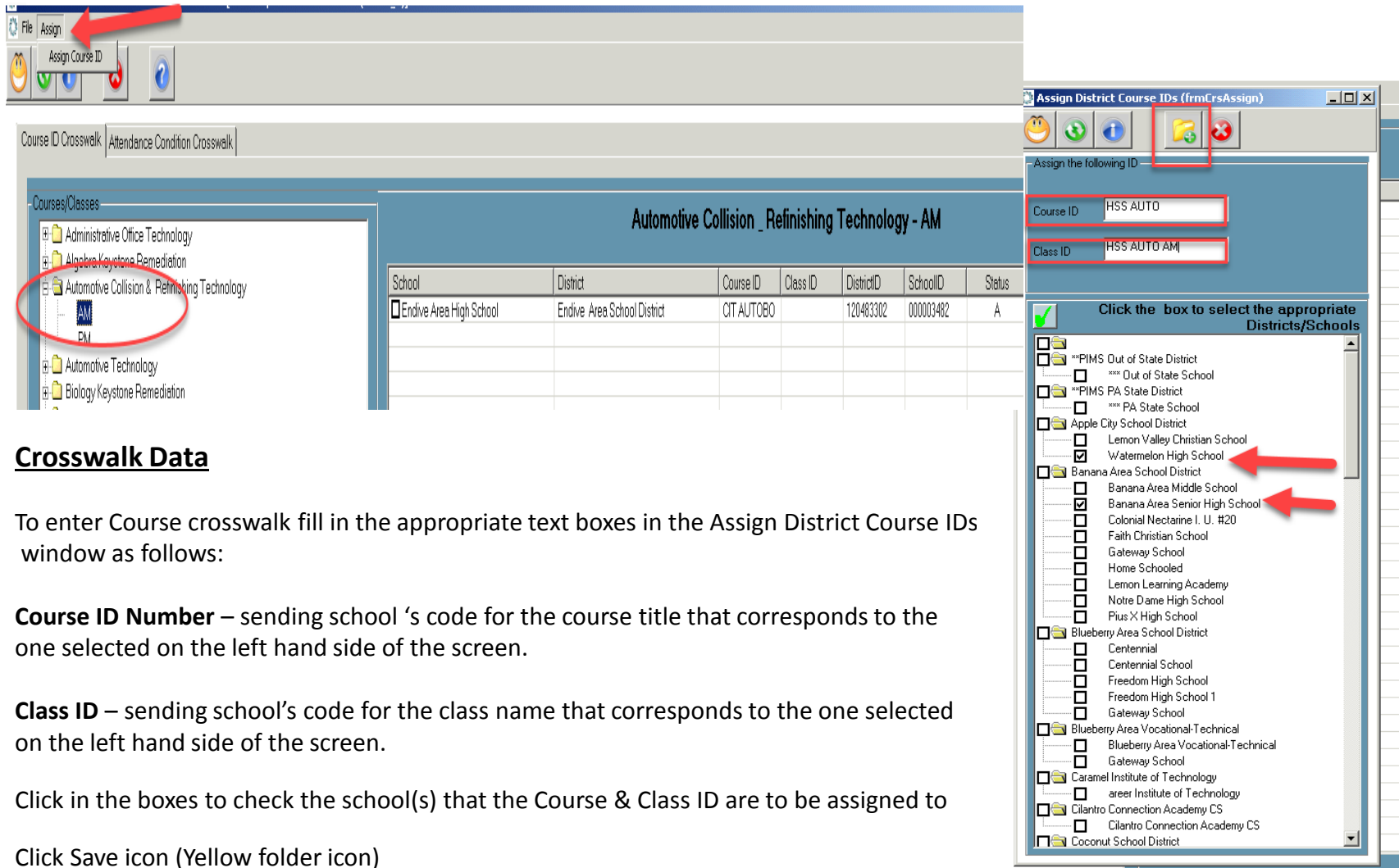
Click on Assign from the top toolbar

Click on Assign Course ID



Key Data Crosswalks:

Course ID



Course ID Crosswalk Attendance Condition Crosswalk

Courses/Classes

- Administrative Office Technology
- Algebra Keystone Remediation
- Automotive Collision & Refinishing Technology
- Automotive Technology
- Biology Keystone Remediation

Automotive Collision_Refinishing Technology - AM

School	District	Course ID	Class ID	DistrictID	SchoolID	Status
<input type="checkbox"/> Endive Area High School	Endive Area School District	CIT AUTOBO	HSS AUTO AM	120483302	000003482	A

Assign the following ID

Course ID

Class ID

Click the box to select the appropriate Districts/Schools

- **PIMS Out of State District
 - *** Out of State School
- **PIMS PA State District
 - *** PA State School
- Apple City School District
 - Lemon Valley Christian School
 - Watermelon High School
- Banana Area School District
 - Banana Area Middle School
 - Banana Area Senior High School
 - Colonial Nectarine I. U. #20
 - Faith Christian School
 - Gateway School
 - Home Schooled
 - Lemon Learning Academy
 - Notre Dame High School
 - Pius X High School
- Blueberry Area School District
 - Centennial
 - Centennial School
 - Freedom High School
 - Freedom High School 1
 - Gateway School
- Blueberry Area Vocational-Technical
 - Blueberry Area Vocational-Technical
 - Gateway School
- Caramel Institute of Technology
 - areer Institute of Technology
- Cilantro Connection Academy CS
 - Cilantro Connection Academy CS
- Coconut School District

Crosswalk Data

To enter Course crosswalk fill in the appropriate text boxes in the Assign District Course IDs window as follows:

Course ID Number – sending school ‘s code for the course title that corresponds to the one selected on the left hand side of the screen.

Class ID – sending school’s code for the class name that corresponds to the one selected on the left hand side of the screen.

Click in the boxes to check the school(s) that the Course & Class ID are to be assigned to

Click Save icon (Yellow folder icon)

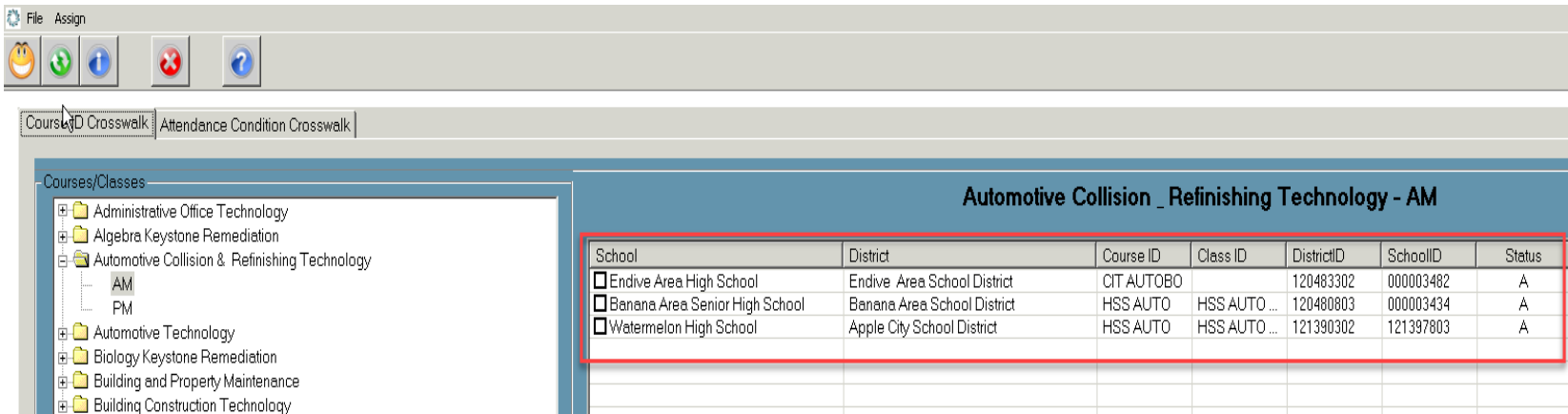
Key Data Crosswalks:

Course ID

Crosswalk Data

You will see any course/class ID's that you have assigned to a specific course/class in the District Export Module.

Sample



The screenshot shows a software interface with a menu bar (File, Assign) and a toolbar with icons for smile, refresh, up, down, and help. Below the toolbar are tabs for 'Course ID Crosswalk' and 'Attendance Condition Crosswalk'. A tree view on the left shows a hierarchy of 'Courses/Classes' including 'Automotive Collision & Refinishing Technology' with sub-items 'AM' and 'PM'. The main area displays a table titled 'Automotive Collision _ Refinishing Technology - AM' with a red border around the data rows.

School	District	Course ID	Class ID	DistrictID	SchoolID	Status
<input type="checkbox"/> Endive Area High School	Endive Area School District	CIT AUTOBO		120483302	000003482	A
<input type="checkbox"/> Banana Area Senior High School	Banana Area School District	HSS AUTO	HSS AUTO ...	120480803	000003434	A
<input type="checkbox"/> Watermelon High School	Apple City School District	HSS AUTO	HSS AUTO ...	121390302	121397803	A



Overview:

Grade Conversion Scale

Convert Sending School Grade Ranges

1. **Numeric Grades**
 - 100, 90, 80, 70, etc.
2. **Letter Grades**
 - A, B, C, D, F, etc.
3. **Plus & Minus**
 - A+, A-, B+, B-, etc.



Key Data Crosswalks:

Grade Range

Maintain sending school letter grade ranges

Getting Started

My Modules > District Export Options > Grade Range Management

Click on the appropriate School name in the left hand view

Note: If there are entries for the selected school they will display in the box at the top right for reference.

Entering Grade Range

Type Grade Range data for the selected school in text boxes at the bottom right of the screen

Grade Letter – Grade Letter being identified, i.e., A, B, C, D, F.

Grade Range Start – Lowest number grade to qualify for the identified Grade Letter

Grade Range End – Highest number grade to qualify for the identified Grade Letter.

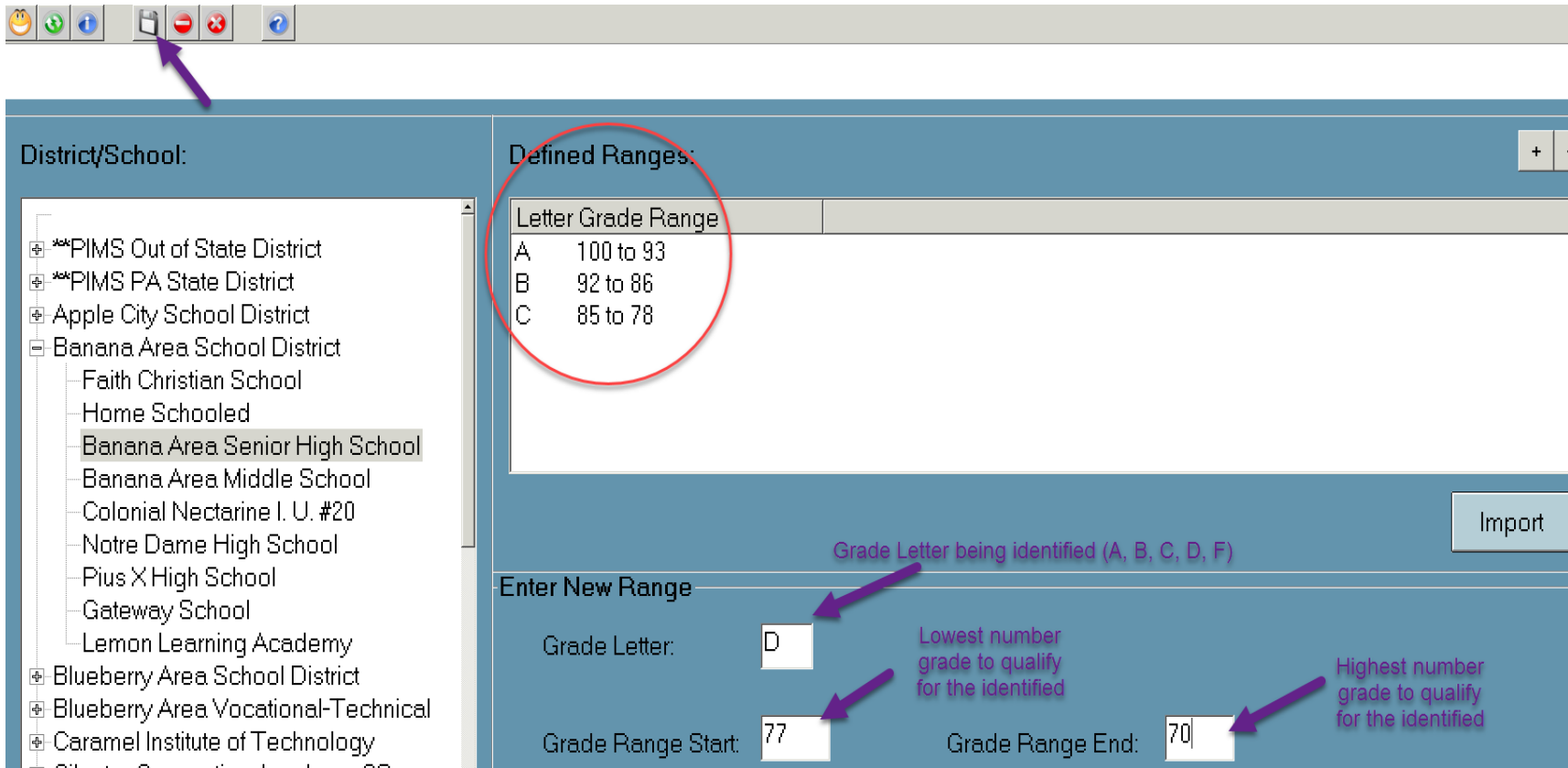
Click Save at top of module



Key Data Crosswalks:

Grade Range

Entering Grade Range



District/School:

- ***PIMS Out of State District
- ***PIMS PA State District
- Apple City School District
- Banana Area School District
 - Faith Christian School
 - Home Schooled
 - Banana Area Senior High School
 - Banana Area Middle School
 - Colonial Nectarine I. U. #20
 - Notre Dame High School
 - Pius X High School
 - Gateway School
 - Lemon Learning Academy
- Blueberry Area School District
- Blueberry Area Vocational-Technical
- Caramel Institute of Technology

Defined Ranges:

Letter Grade Range	
A	100 to 93
B	92 to 86
C	85 to 78

Import

Enter New Range

Grade Letter:

Grade Range Start:

Grade Range End:

Grade Letter being identified (A, B, C, D, F)

Lowest number grade to qualify for the identified

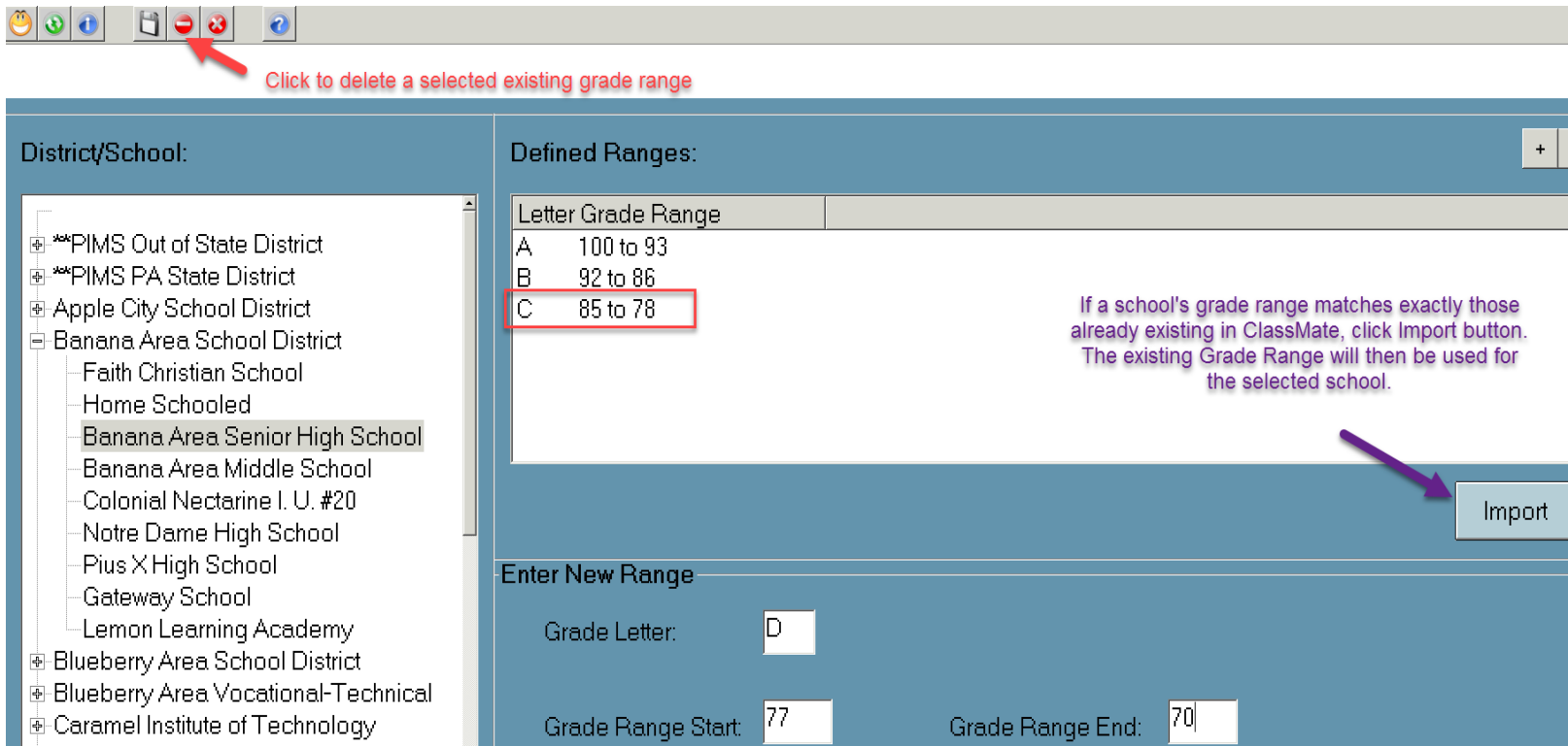
Highest number grade to qualify for the identified

Helpful Hints

If there are existing grade entries for the selected school you can delete by:

- * Highlighting the appropriate Grade Letter in the box on the top right of the screen
- * Click Delete

If a school's grade ranges match those already in ClassMate you can click the Import button and they will be used for the selected school.



Click to delete a selected existing grade range

District/School:

- ☑ **PIMS Out of State District
- ☑ **PIMS PA State District
- ☑ Apple City School District
- ☐ Banana Area School District
 - Faith Christian School
 - Home Schooled
 - Banana Area Senior High School
 - Banana Area Middle School
 - Colonial Nectarine I. U. #20
 - Notre Dame High School
 - Pius X High School
 - Gateway School
 - Lemon Learning Academy
- ☑ Blueberry Area School District
- ☑ Blueberry Area Vocational-Technical
- ☑ Caramel Institute of Technology

Defined Ranges:

Letter Grade Range	
A	100 to 93
B	92 to 86
C	85 to 78

If a school's grade range matches exactly those already existing in ClassMate, click Import button. The existing Grade Range will then be used for the selected school.

Import

Enter New Range

Grade Letter:

Grade Range Start: Grade Range End:

Overview: Exporting Data

Export marking period grade information to the sending districts/schools

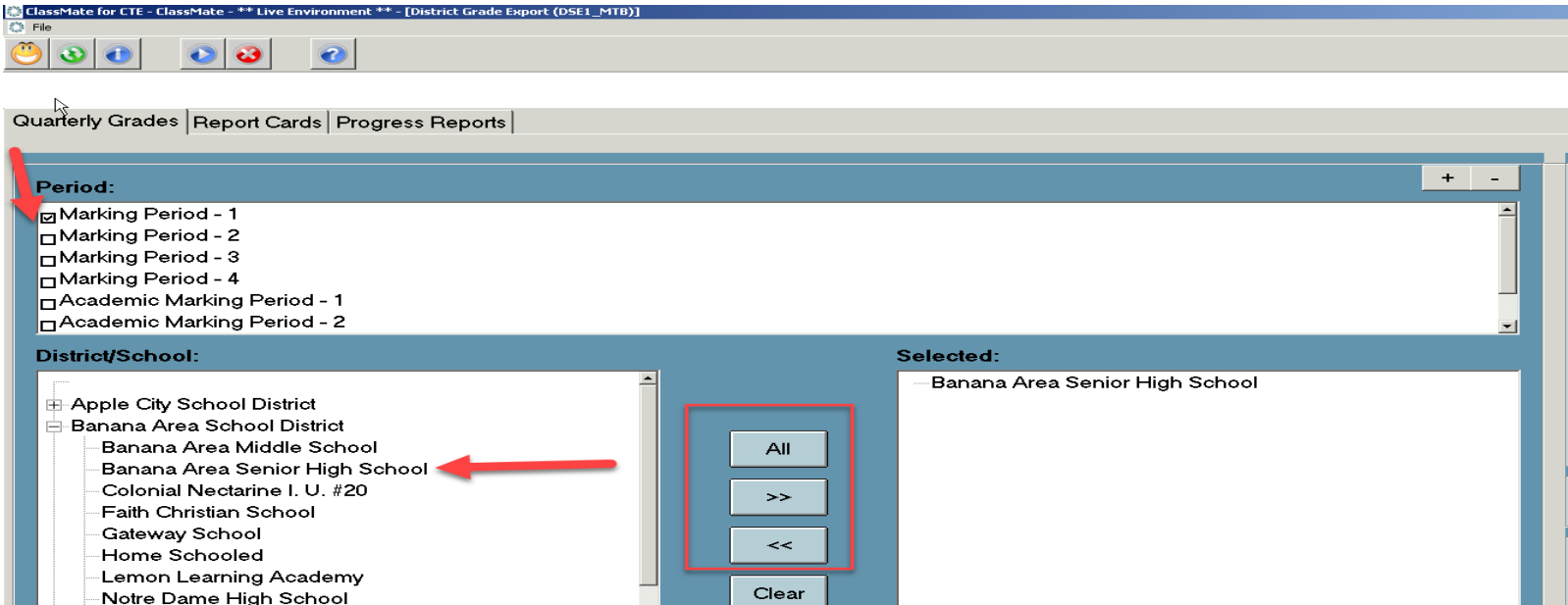
Getting Started

Click: My Modules > District Export Options > Quarterly Grade Export

Click the checkbox(es) next to the Marking Period you wish to export data.

Select the appropriate District/Schools that you wish to export data to by highlighting the District/School name and clicking the >> button.

Note: It is recommended you do not perform the grade export for all districts/schools at one time.



Overview:

Export Options

Include: select grades

Allows for the inclusion/exclusion of the various grades that are available within ClassMate.

Click the checkbox(es) for the types of grades you want to include.

NOTE: Include Academic Grades indicates Supplemental Classes, you need to indicate the Academic Marking Period selection by checking the box under Period to export academic grades

Course Crosswalk:

Allows for the inclusion of established Course crosswalk data in the export file.

Export Options:

File Delimiter – Defaults to a | (pipe) character. Character can be edited. Default delimiter is highly recommended

Write Column Headers –Includes a column name record in the export file.

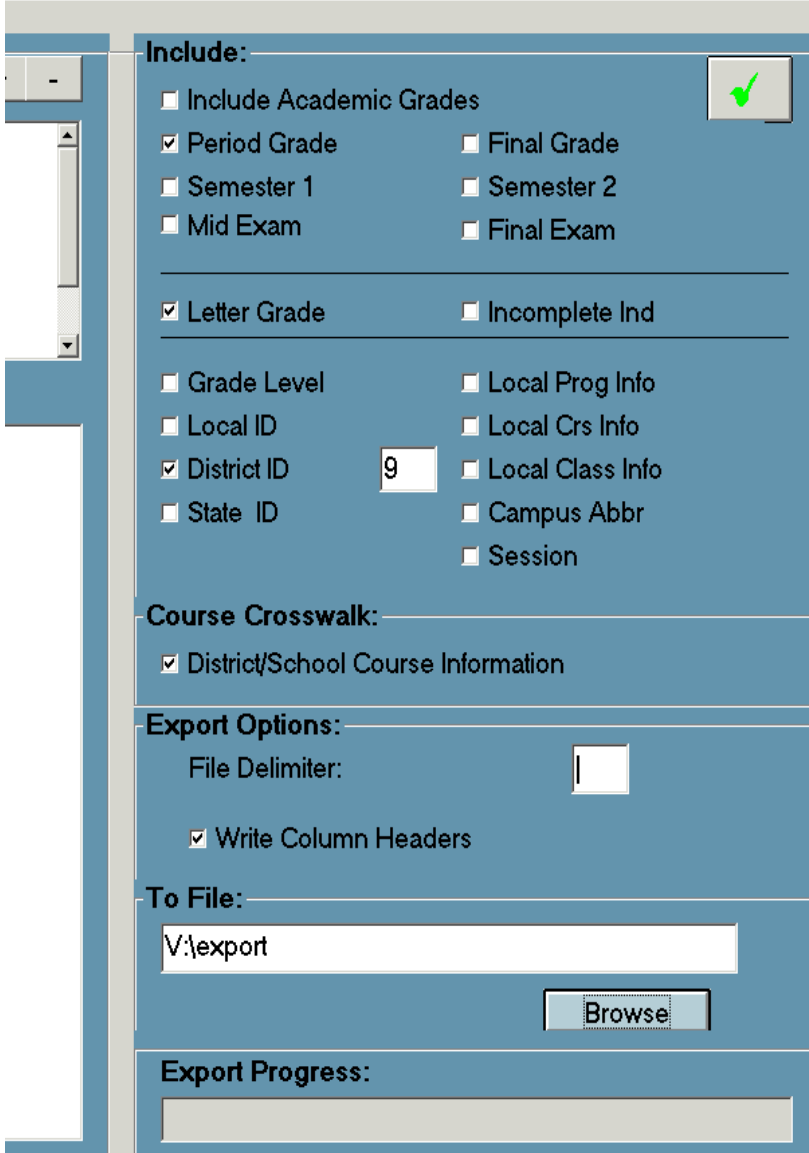
To File

Create filename for the exported data, or browse to find a file to use for export.

To Export

Click the Export button to extract grade information and create the data file.

Select another District/School to Export or Close Module



The screenshot shows the 'Export Options' dialog box in the HARRIS School Solutions software. The interface is blue and white. It has several sections: 'Include:' with checkboxes for 'Include Academic Grades' (checked), 'Period Grade', 'Semester 1', 'Mid Exam', 'Final Grade', 'Semester 2', and 'Final Exam'. Below this are 'Letter Grade' and 'Incomplete Ind'. The 'Course Crosswalk:' section has a checkbox for 'District/School Course Information' (checked). The 'Export Options:' section has a 'File Delimiter' field containing a pipe character '|', a 'Write Column Headers' checkbox (checked), and a 'To File:' section with a text box containing 'V:\export' and a 'Browse' button. The 'Export Progress:' section is at the bottom with a progress bar.



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Questions? Contact us!

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