

Introduction to ClassMate Custom Control Settings

A Quick Reference Guide



April 2021

Agenda

- Overview
- Enrollment Settings – Global
- Attendance Settings – Global
- Grading Settings – Global w/ location specific overrides
- Rubrics Settings – Global
- Miscellaneous - Global



Overview:

ClassMate System Administrator



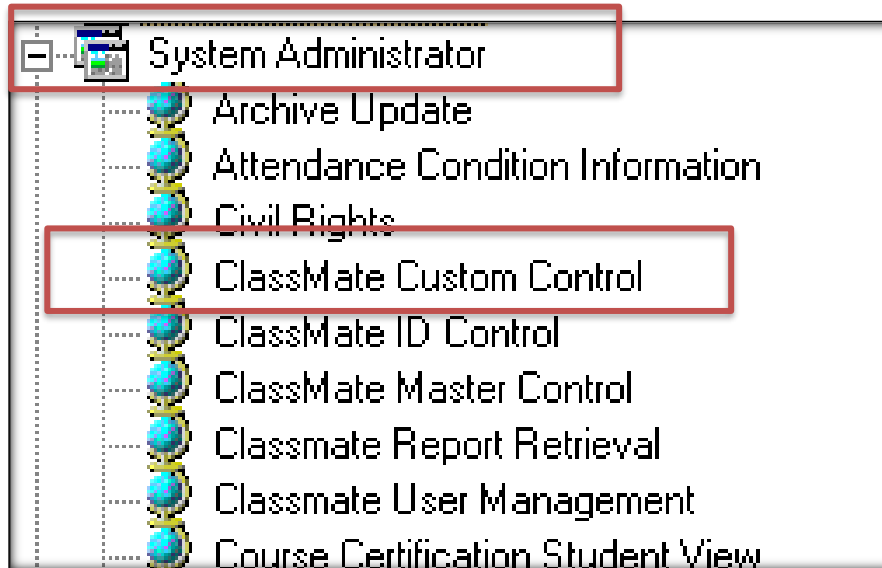
Custom Control settings are global settings that affect the entire system and all the locations within. The administrative team should decide on these “rules” of the system, and then share those decisions with the ClassMate System Administrator, who will then save those settings in the software. It is important to understand the result for each selection that is made in this module. In most cases, custom control settings should be established and “locked in” for the current school year to allow for standardization and consistency in managing student data. If the administrative team chooses to change a setting, it is advisable to make revisions to custom control policy during the summer when school is not in session.



Custom Control Settings

Getting Started:

Modules > System Administrator > ClassMate Custom Control



Custom Control Settings

Enrollment Tab



- 1. Campus Name Acronym:** Acronym used throughout system
- 2. Registration Next Number:** This number will identify the next available ClassMate Local ID # that can be used to assign to a new student. This number can be changed throughout the year if necessary.
- 3. ODR Proj Year Next Number:** If you are using ODR for New students this field should be filled in to assign student id's to new ODR Projected students.
- 4. Classroom Seat Override Max:** The number of “extra” seats available for enrollment purposes, comes into affect once the # of seats in each room has reached it's max.
- 5. Senior Graduation Date:** The date for senior Graduation – if using multiple locations, leave as 01/01/1900
- 6. Senior Graduation Credits Required:** if using multiple locations or not required, leave blank
- 7. Entry Status:** The default Entry Status for all student schedules. Each student schedule can be adjusted if needed.
- 8. Next Number Source:** if multiple locations can select * By Location for Registration Next Number to assign Student ID by location
- 9. Allow users to change password:** the ability to control if users can change their own passwords
- 10. Multiple Student IEP Assignment:** used with Special Services Logs, the ability to assign multiple students an intervention
- 11. GPA Starting Grade Level:** starting grade level to count GPA (if applicable)
- 12. New Student Alerting:** Select *True and enter Alert Days (length of alert) to popup Alert notification box in Teacher Attendance modules of newly enrolled students in class.



Custom Control Settings

Enrollment (continued)

ClassMate for CTE - ClassMate - ** Live Environment ** - [Classmate Custom Control (Custom_M)]

File

2018-2019 School Year

Enrollment | Attendance | Grading | Rubrics | Misc

Campus Name Acronym: 1

Registration Next Number: 2

ODR Proj Year Next Number: 3

Classroom Seat Override Max: 4

Senior Graduation Date : 5

Senior Graduation Credits Required: 6

Next Number Source: 8 Default

Allow users to change password: 9 True

Multiple Student IEP Assignment: 10 True

GPA Starting Grade Level: 11 9th 10th 11th 12th

Entry Status: 7 E05 Non-Academic Student

New Student Alerting: 12 True False

Alert Days:



Custom Control Settings



Attendance Tab

- 1. Absent Unresolved Day:** the number of days based on your school policy, by which ClassMate will resolve unexcused absences for students.
- 2. Required # of Days for Doctor's Note:** the number of days before a doctors note will be required for any absences – this becomes an alert
- 3. Progress Report Attendance:** decide if Progress Report Attendance should calculate based on each Class or all together combine
- 4. Work Ethic Range:** the range in which you will use Work Ethic points, this is the total # of points available per day
- 5. Lock Out:** the switch to turning on and off Teacher Lock Out
- 6. Teacher Tardy:** the switch to turning on and off the ability to for teachers to enter Tardy attendance condition
- 7. Work Ethic Percentage Rule:** Defines a business rule for use with Attendance Condition WE grade = %. When the % WE Grade Condition is assigned to a student, the student's attendance percentage is calculated. If the student's attendance percentage is lower than the WE % , the student receives the WE % low value for their WE grade, If it is equal to or greater than the WE % , the student receives the WE % high value for their WE grade.
- 8. Allow Teachers to Override Admin Attendance (WEB):** Identifies whether or not a teacher can override attendance ON the WEB that has been entered by an ADMIN.
- 9. Allow Teacher Drop Requests (WEB):** CA Option, Identifies if Teachers can flag a student as dropped from the class on the WEB. Once they drop them from the class they no longer have to take attendance for the student.
- 10. Admin WEB Excessive Absence Threshold:** The number of Absences a student must have to be considered Excessive absences. For the Admin WEB Excessive Absences pie chart, this number is used as the threshold to determine the students who have equal to or greater than this number.
- 11. PM Start Time:** start time of PM classes so Attendance modules default to PM class upon opening.
- 12. Homeroom Start Time:** utilized in code for System Navigator and Dashboard functionality (leave default setting)
- 13. Truancy:** Are you a Truancy School? Values accepted = Y for Yes, N for No
- 14. Non Class Hours Collected:** Identifies if the Non Class Hours functionality is being used at the customer site.
- 15. Report Card Supplemental Attend:** Include Report Card Supplemental Attendance?
- 16. Rpt Card Attend.:** decide if Report Card Attendance should calculate based on each Class, Course, all together combine, or by Homeroom/ Master Attendance only (used with Academics)



Custom Control Settings

Attendance (continued)

17. Allow Virtual Attendance (Web): Default = No, when Yes Web will display **'V'**irtual attendance bubbles for teachers to identify students attending virtually

18. EOY Resolve ALL: Default = No, when Yes system will resolve any remaining unresolved absences with year end process.

Enrollment | Attendance | Grading | Rubrics | Misc

Absent Unresolved Day (current date exclusive): **1**

Required # of Days for Doctor's Note: **2**

Progress Report Attendance: (C) lass or (M)aster **3**

PM Start Time: **11**

Homeroom Start Time: **12**

Tuancy (Safe School Reporting): **13**

Non Class Hours Collected **14**

4 Work Ethic Range

- 0 - 3. %
- 0 - 4. %
- 0 - 5. %
- 0 - 6. %
- 0 - 7. %
- 0 - 8. %
- 0 - 9. %
- 0 - 10. %

5 Lock out

- True
- False

6 Teacher Tardy

- True
- False

7 Work Ethic Percentage Rule

Work Ethic Percent:

>= % Work Ethic High:

< % Work Ethic Low:

15 Report Card Supplemental Attend.

- Yes
- No

16 Rpt Card Attend.

- By Class
- By Course
- By MP
- Homeroom/ Master Attendance

18 EOY Resolve ALL

- No
- Yes

8 Allow Teachers to Override Admin Attendance (Web)

- No
- Yes

17 Allow Virtual Attendance (Web)

- No
- Yes

9 Allow Teacher Drop Requests (Web Attendance)

- No
- Yes

10 Admin Web Excessive Absence Threshold



Custom Control Settings

Grading Tab

1. Task Range: the range in which you will use Task Grading, this is the total # of points available per task. Each range has a definition found on the Rubrics tab

2. Grade Point Calculations: VERY IMPORTANT. Can be individually assessed per course, in Instructional Course Offerings, if blank in Instructional Course Offerings, these settings will be put in place.

Calculation Definitions

S (by Class) = each individual class that a student is enrolled in will have a grade calculated

C (by Course) = each course, regardless of # of classes, that a student is enrolled in will have a grade calculated (ex: enrolled in Physical Education period 1 and period 8 – will get 1 combined Physical Education grade)

M (by Marking Period) = each class type, regardless of the # of programs a student is enrolled in, will have a combined grade calculated. Popular with CTC's. (ex: if student switches from Culinary Arts to Auto Technology, the Culinary Arts grades will “follow” the student and be included in the Auto Tech grades.

3. Formula Definitions: Definitions listed, only, to assist in understanding calculations

4. Calculations – Method: determine the method in which grades calculate, best practice = automatic

5. Calculations – Formula: determine if you would like to use a Standard or Curve formula for each of the possible grading components. Curve formula is described in #3.

6. Drop Day: # of days before or after a marking period starts/ends that the system will not calculate a students course grade if dropped/enrolled (but can be manually closed if needed).

7. Maximum Grade: Maximum grade points allowed per possible grading component.

8. Letter Grade Conversion/Quality Points: Identify the letter grade conversion. At the least, identify the Mins (A Min, B Min, C Min, D min)

9. Use % Completed: identify whether or not to use % Completed -- % Completed formula defined in #3.

10. Flexible Progress Report Options: Options to identify what comments will be included in the Progress Report.



Custom Control Settings

Grading (continued)

Enrollment | Attendance | Grading | Rubrics | Misc

1 Task Range

0 - 3 0 - 7

0 - 4 0 - 8

0 - 5 0 - 9

0 - 6 0 - 10

3 Formula Definitions

% Complete: Cumulative # Task Points Earned / Total Curriculum Points

CTC GPA: Total Quality Grade Points / Total Course Credit Hours

Skill Standard: Total Earned MP Points / Maximum MP Points Available

Skill Curve: (((Earned MP Points / Rubric Max)# Taught Tasks) * (100-Skill Base) +skill base)

Use % Completed

True False **9**

Drop Day (MP end date exclusive)

: **6**

2 Grade Point Calculations

<p>Work Ethics</p> <p><input type="radio"/> By Class</p> <p><input type="radio"/> By Course</p> <p><input type="radio"/> By MP</p>	<p>Knowledge</p> <p><input type="radio"/> By Class</p> <p><input type="radio"/> By Course</p> <p><input type="radio"/> By MP</p>	<p>Skill</p> <p><input type="radio"/> By Course</p> <p><input type="radio"/> By MP</p>	<p>Final Grade</p> <p><input type="radio"/> By Course</p> <p><input type="radio"/> By MP</p>
<p>Mid-term Exam</p> <p><input type="radio"/> By Course</p> <p><input type="radio"/> By MP</p> <p><input type="radio"/> Not offered</p>	<p>Final Exam</p> <p><input type="radio"/> By Course</p> <p><input type="radio"/> By MP</p> <p><input type="radio"/> Not offered</p>	<p>Semester</p> <p><input type="radio"/> By Class</p> <p><input type="radio"/> By Course</p> <p><input type="radio"/> By MP</p> <p><input type="radio"/> Not Offered</p>	<p>Knowledge</p> <p><input type="radio"/> Integrated</p> <p><input type="radio"/> Weighted</p> <p><input type="radio"/> Both</p> <p><input type="radio"/> NA</p>

7 Maximum Grade

Skill:

Knowledge:

Work Ethic:

PDP:

Employability:

CFM:

10 Flexible Progress Report Options

Include WE Comments

Yes No

Include KNW Comments

Yes No

Include SKL Comments

Yes No

Include PDP Comments

Yes No

Include Progress Status

Yes No

4 Calculations

	Method	Formula 5
Work Ethic	<input type="radio"/> Automatic <input type="radio"/> Manual Entry <input type="radio"/> Not Used	<input type="radio"/> Standard <input type="radio"/> Curve
Knowledge	<input type="radio"/> Automatic <input type="radio"/> Manual Entry <input type="radio"/> Not Used	<input type="radio"/> Standard <input type="radio"/> Curve
Skill	<input type="radio"/> Automatic <input type="radio"/> Manual Entry <input type="radio"/> Not Used	<input type="radio"/> Standard <input type="radio"/> Curve
PDP	<input type="radio"/> Automatic <input type="radio"/> Manual Entry <input type="radio"/> Not Used	<input type="radio"/> Standard <input type="radio"/> Curve
Employability	<input type="radio"/> Automatic <input type="radio"/> Manual Entry <input type="radio"/> Not Used	<input type="radio"/> Standard <input type="radio"/> Curve
CFM	<input type="radio"/> Automatic <input type="radio"/> Manual Entry <input type="radio"/> Not Used	<input type="radio"/> Standard <input type="radio"/> Curve

8 Letter Grade Conversion / Quality Points

A+	<input type="text" value="999"/>	A Min:	<input type="text" value="90"/>	A-	<input type="text" value="999"/>	=	<input type="text" value="4"/>
B+	<input type="text" value="999"/>	B Min:	<input type="text" value="80"/>	B-	<input type="text" value="999"/>	=	<input type="text" value="3"/>
C+	<input type="text" value="999"/>	C Min:	<input type="text" value="70"/>	C-	<input type="text" value="999"/>	=	<input type="text" value="2"/>
D+	<input type="text" value="999"/>	D Min:	<input type="text" value="60"/>	D-	<input type="text" value="999"/>	=	<input type="text" value="1"/>

F = < D Minimum or D-



Custom Control Settings

Rubrics Tab



1. Task Rubric: If school defined, you may enter the rubric here and it can be printed for teacher reference. If course defined, you may choose to leave blank.

2. Work Ethic Rubric: If school defined, you may enter the rubric here and it can be printed for teacher reference. If course defined, you may choose to leave blank.

Enrollment | Attendance | Grading | Rubrics | Misc

Task Rubric

0:	0=Refuses to Perform Task	6:	6=Poor Average Independent Performance
1:	1=Student Observed Demonstration Only	7:	7=Acceptable Independent Performance
2:	2=Unable to Perform Task	8:	8=Average Independent Performance
3:	3=Requires Close Supervision	9:	9=Above Average Independent Performance
4:	4=Requires Limited Supervision	10:	10=Excellent Independent Performance
5:	5=Below Average Independent Performance		

Work Ethic Rubric

0:		6:	Safety
1:	Class Participation (Social/Cross Cultural Skills)	7:	
2:	Attitude (Flexible/Adaptability)	8:	
3:	Time Mgmt (Initiative/Self-Direction)	9:	
4:	Readiness (Leadership/Responsibility)	10:	
5:	Assignment Comp (Productivity/Accountability)		



Custom Control Settings

Miscellaneous Tab



- 1. Skill Curve Base:** The baseline for Skill Curve formula, must be identified if using Skill Curve formula – identified on the Grading tab
- 2. PGR Grade Minimum Overwrite:** The minimum grade allowed on Report Cards (ex: if set to a 50, even if a student earns a 45, a 50 will be overwritten and display as a 50 on the report card)
- 3. Pathway Minimum Grade:** the minimum grade still considered as Passing, based on the Task Grade Rubric
- 4. SP Evaluation Attempts:** add-on option, used to identify how many attempts to base evaluation of Special Ed task progression
- 5. Share Teacher Anecdotal:** allow teacher anecdotal to be “viewed” amongst each other, for teachers that share students
- 6. Anecdotal Security:** Allows Teacher Anecdotal to be protected. If this flag is set to True, Admin cannot Delete or Update any anecdotal that they did not create.
- 7. Using Skill Contract Grading:** identify if using skill contract grading
- 8. Rotation Grading:** If using Rotation Grading, identify the rotation
- 9. Send Discipline Notification Emails:** Turns on the Discipline Referral Email notification functionality which sends automatic emails to the employees associated with the referral department when a teacher creates a Referral.
*If you check the *Include Discipline* box the email will include Referral Offense Type.
- 10. Online Registration:** add on with Online District Registration, used to determine if Approvals need to be required for New and/or Returning students
Also used to determine if Auto Project allowed for New and/or Returning Students.
- 11. Display Salary:** determine if you would like salary displayed for employees (if entered)
- 12. Student Sort Order:** Order in which the system will sort students
- 13. Messaging:** used with Log In Messaging, determine how the message will alert the user
- 14. Academic Certifications:** Default = No; when On enables Academic/Supplemental Course Certification functionality
- 15. Progress Report Grade Ranges:** Default = Off; when On allows Grade Range selection in Progress Report modules as well as Teacher Web. (additional setup necessary in Master Codes Maintenance)



Custom Control Settings

Miscellaneous (continued)

Enrollment | Attendance | Grading | Rubrics | Misc

Skill Curve Base: **1**

PGR Grade Minimum Overwrite: **2**

Pathway Minimum Grade: **3**

SP Evaluation Attempts: **4**

Send Discipline Notification Emails

No Yes **9**

Include Discipline

Online Registration **10**

Approval Required for New Students

Yes No

Auto Project New Students

Yes No

Approval Required for Return Students

Yes No

Auto Project Return Students

Yes No

Share Teacher Anecdotal: Yes No **5**

Anecdotal Security: Off On **6**

Using Skill Contract Grading: True False **7**

Rotation Grading: District Rotation Class Rotation Not Offered **8**

Display Salary: True False **11**

Student Sort Order: Alphabetical Grade Level **12**

Messaging: Off On Automatic **13**

Academic Certifications: No Yes **14**

Progress Report Grade Ranges: Off On **15**



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