

Introduction to: Knowledge Grading *A Teachers Guide*

April 2021



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.

- Knowledge Grading Outline
 - Knowledge Activity Bank
 - Assigning Knowledge Activities
 - 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 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 is 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:

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

Grading Key Terms

- **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.



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 Weighted Knowledge Grading Formula

Helpful Information if your site uses ClassMates Weighted Knowledge. Please contact your Site ClassMate System Administrator to learn more.

Grading Formula:

Knowledge Grade = Total Points Earned / Total Points Available

Weighted Knowledge Grade = (Total Points Earned / Total Points Available) * Category Weight #1
+ (Total Points Earned / Total Points Available) * Category Weight #2
+ (Total Points Earned / Total Points Available) * Category Weight #3
+ * Category Weight # 4 and so on

Example of Non-Weighted Knowledge Grading: 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 Weighted Knowledge Grading Formula

Example of Weighted Knowledge Grading:

- 2 Quizzes (25 pts. Each) → Quizzes Category Weight = 35%
- 2 Tests (100 pts. Each) → Tests Category Weight = 40%
- 5 Homework Assignments (10pts. each) → HW Category Weight = 25%

Quizzes

- 23/25
 - 25/25
- = $(48 / 50) * 35\% = \underline{33.6}$

Tests

- 87/100
 - 80/100
- = $(167 / 200) * 40\% = \underline{33.4}$

HW

- 9/10
 - 9/10
 - 10/10
 - 10/10
 - 7/10
- = $(45 / 50) * 25\% = 22.5$



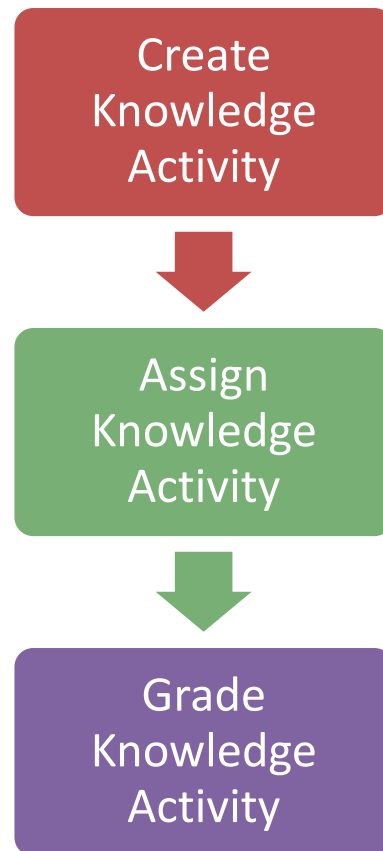
Overall Knowledge Grade

$$33.6 + 33.4 + 22.5 = 89.5$$



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.

Please access the QRG – Teacher Grading KWL Activity Create Only documentation for step-by-step details on creating Knowledge Activities in your Knowledge Bank



Teacher Grading Knowledge Bank

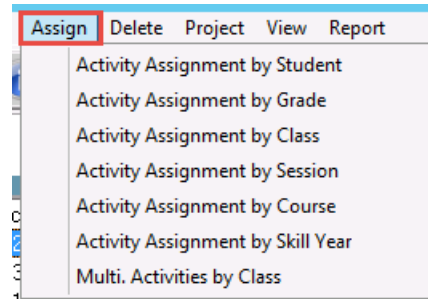
Assigning a Knowledge Activity

- 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.

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
 - Multi. Activities by Class

SEQ	ID	Activity	PTS	VER	Category	Description	REQ
102	1.1g	Safety/sanitation	10	1	Classroom Assignment	Graphic organizer	T
102	1.N	Safety Sanitation	25	1	Classroom Assignment	2-sided notes	T
102	1.PA	Safety Sanitation Equip	20	1	Classroom Assignment	Reading Activity Assignment	T
102	1.T	Safety Sanitation Equip	20	1	Text	Safety Sanitation equip test	T

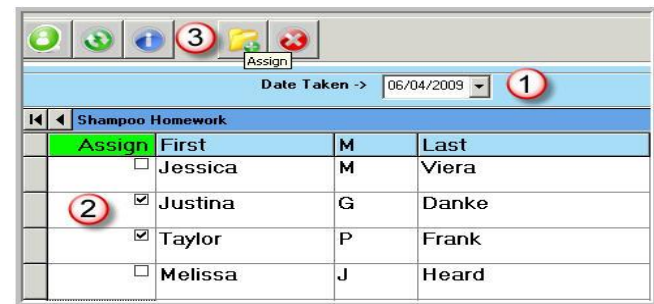


Assigning a Knowledge Activity by Student

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

- Click **Activity Assignment by Student**
1. Date defaults to current date. Change the date by using the calendar on the drop-down menu.
 2. Click the box to the left of the student name to select
 3. Click the **Yellow Assign Folder**

Process Complete Message will display. Click **OK**.



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 in the PM class cannot be assigned an activity that only exists in the AM knowledge bank.

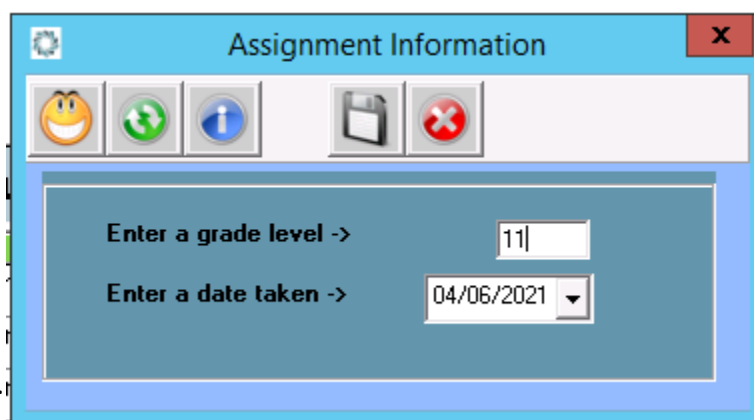


Teacher Grading Knowledge Bank

Assigning a Knowledge Activity by Grade

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

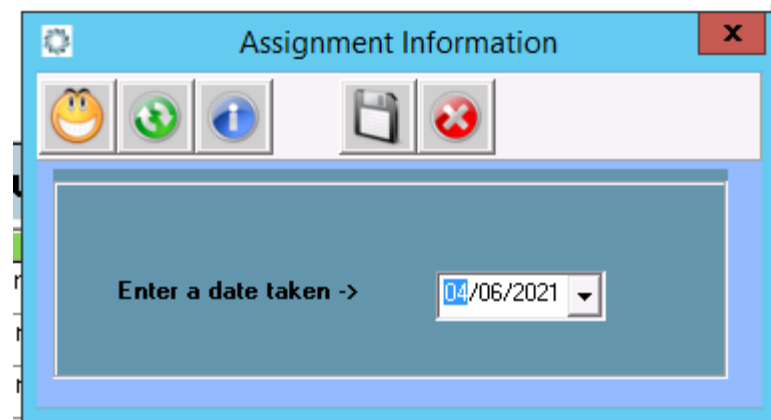
- Click **Activity Assignment by Grade**
- Type the Grade Level into the Enter a grade level field
- Date defaults to current date. Change the date by using the calendar on the drop-down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**



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**.

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**

Class	CourseTitle	Program	Course
<input checked="" type="checkbox"/> 1	Introduction to Culinary Careers - WS	120508	000007
<input type="checkbox"/> 2	Introduction to Culinary Careers - WS	120508	000007
<input type="checkbox"/> 3	Introduction to Culinary Careers - WS	120508	000007

Enter a date taken -> 04/06/2021

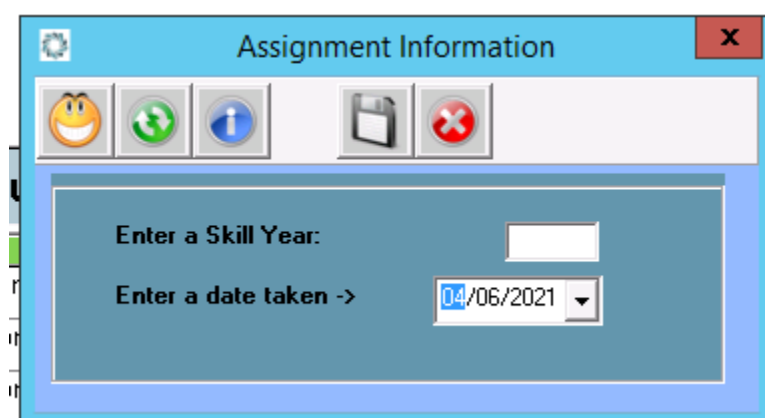


Teacher Grading Knowledge Bank

Assigning a Knowledge Activity by Skill Year

This option allows selection by Skill Year and will assign to all students in Skill Year entered

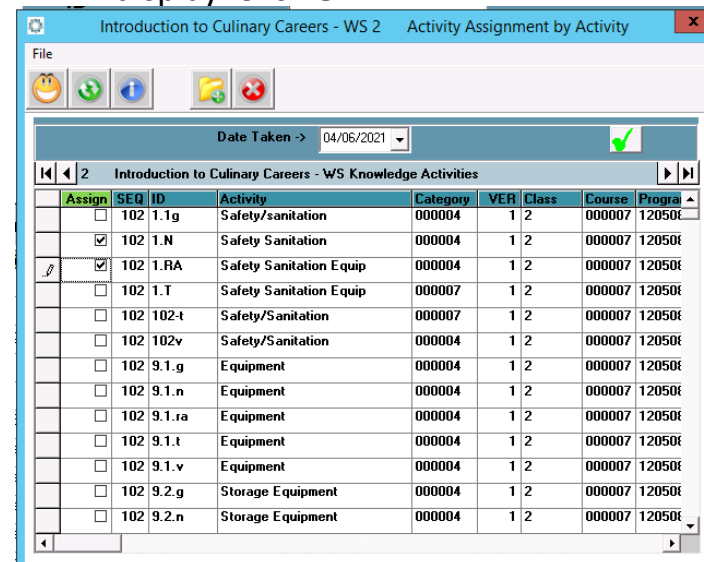
- Click **Activity Assignment by Skill Year**
- Type the Skill Year into the Enter a Skill Year field
- Date defaults to current date. Change the date by using the calendar on the drop-down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**



Assigning Multiple Activities by Class

This option allows multiple activities selection to be assigned to all students in Session selected

- Click **Multi. Activities by Class**
- Click box next to each **Activity** to include in assignment
- 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**



Assign	SEQ ID	Activity	Category	VER	Class	Course	Program
<input type="checkbox"/>	102	1.1g	Safety/sanitation	000004	1	2	000007 120500
<input checked="" type="checkbox"/>	102	1.N	Safety Sanitation	000004	1	2	000007 120500
<input checked="" type="checkbox"/>	102	1.RA	Safety Sanitation Equip	000004	1	2	000007 120500
<input type="checkbox"/>	102	1.T	Safety Sanitation Equip	000007	1	2	000007 120500
<input type="checkbox"/>	102	102-t	Safety/Sanitation	000007	1	2	000007 120500
<input type="checkbox"/>	102	102v	Safety/Sanitation	000004	1	2	000007 120500
<input type="checkbox"/>	102	9.1.g	Equipment	000004	1	2	000007 120500
<input type="checkbox"/>	102	9.1.n	Equipment	000004	1	2	000007 120500
<input type="checkbox"/>	102	9.1.ra	Equipment	000004	1	2	000007 120500
<input type="checkbox"/>	102	9.1.t	Equipment	000004	1	2	000007 120500
<input type="checkbox"/>	102	9.1.v	Equipment	000004	1	2	000007 120500
<input type="checkbox"/>	102	9.2.g	Storage Equipment	000004	1	2	000007 120500
<input type="checkbox"/>	102	9.2.n	Storage Equipment	000004	1	2	000007 120500






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

Good Afternoon Chef Brock
 2 Introduction to Culinary Careers - WS
 3 Introduction to Culinary Careers - WS
 1 Introduction to Culinary Careers - WS

Activity Search
 Sequence
 ID
 Activity
 Category
 Classroom Assignment
 Homework Assignment

Assignment Status
 Assigned to All
 Assigned to Some
 Assigned to None

SEQ	ID	Activity	PTS	VER	Category	Description	REQ	Status	ModDate	ModUser
102	1.g		10	1	Classroom Assignment		T	A	09/07/2012	dbrooks
102	1.N	Safety Sanitation	25	1	Classroom Assignment	2-sided notes	T	A	08/26/2011	pdell
102	1.PA	Safety Sanitation Equip	20	1	Classroom Assignment	Reading Activity Assignment	T	A	08/26/2011	pdell
102	1.T	Safety Sanitation Equip	50	1	Test	Safety, sanitation, equip test	T	A	08/26/2011	pdell
102	102-t	Safety/Sanitation	100	1	Test	Safety, Sanitation Test	T	A	09/07/2012	dbrooks
102	9.g	Equipment	10	1	Classroom Assignment	Equipment Graphic	T	A	08/26/2011	pdell
102	9.n	Equipment	25	1	Classroom Assignment	Equipment Note-taking	T	A	08/26/2011	pdell

SPECIALIZED STUDENT SOLUTIONS | SCHOOL NUTRITION | FINANCIAL MANAGEMENT | STUDENT INFORMATION

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Last Updated Date: 4/5/2021

Teacher Grading Knowledge Bank



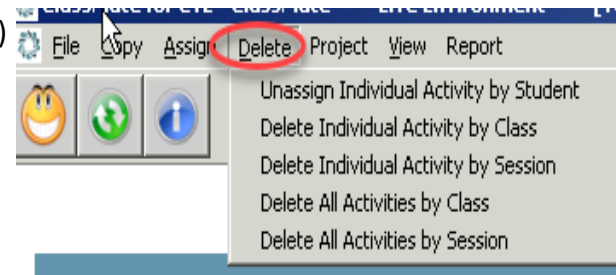
Editing a Knowledge Bank Activity

- 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 (*displays All Programs/Courses/Classes you are assigned to for selecting to copy activities to*)



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 Teacher Grading > 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. Enter points the student earned > enter Date Taken (defaults to current date)
NOTE: *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.*
*To **unassign** select Edit > Unassign from top menu > enter MP you wish to unassign activity from and click box in Assign column next to student name to select for unassignment*
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	10	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

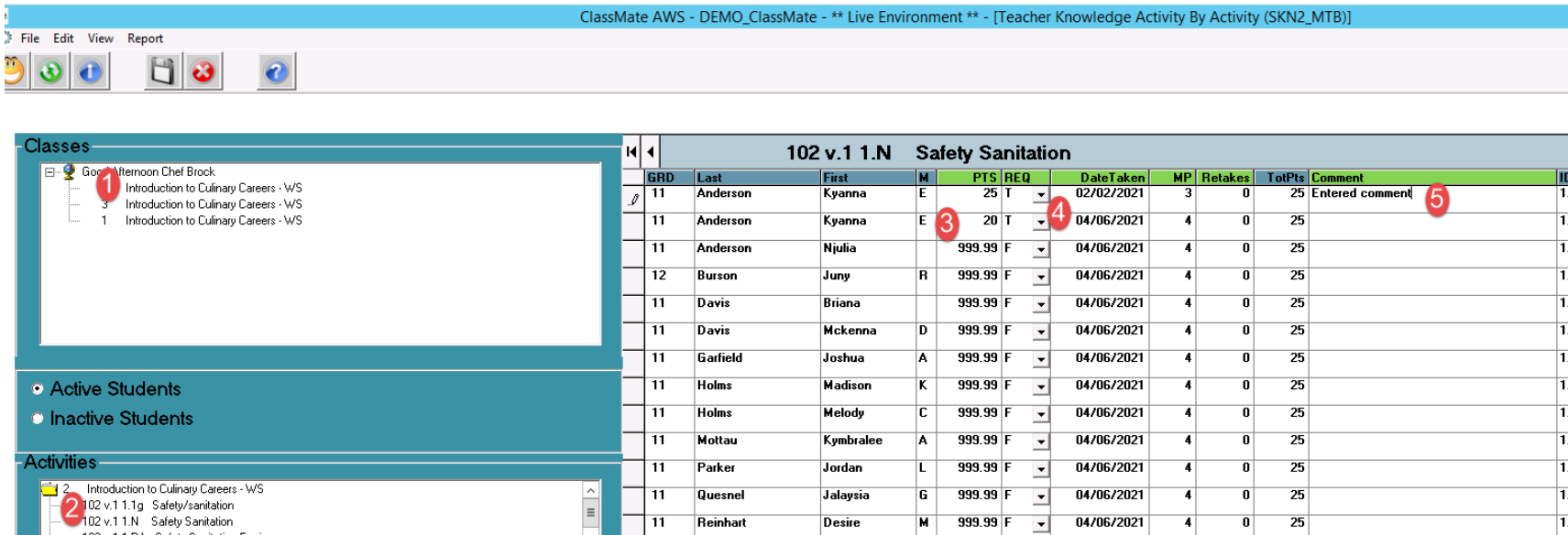


Teacher Grading Entering Knowledge Grades

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.
5. Optional: Enter Comment

ClassMate AWS - DEMO_ClassMate - ** Live Environment ** - [Teacher Knowledge Activity By Activity (SKN2_MTB)]

File Edit View Report



GRD	Last	First	M	PTS	REQ	DateTaken	MP	Retakes	TotPts	Comment	ID
11	Anderson	Kyanna	E	25	T	02/02/2021	3	0	25	Entered comment	1.
11	Anderson	Kyanna	E	20	T	04/06/2021	4	0	25		1.
11	Anderson	Njulia		999.99	F	04/06/2021	4	0	25		1.
12	Burson	Juny	R	999.99	F	04/06/2021	4	0	25		1.
11	Davis	Briana		999.99	F	04/06/2021	4	0	25		1.
11	Davis	Mckenna	D	999.99	F	04/06/2021	4	0	25		1.
11	Garfield	Joshua	A	999.99	F	04/06/2021	4	0	25		1.
11	Holms	Madison	K	999.99	F	04/06/2021	4	0	25		1.
11	Holms	Melody	C	999.99	F	04/06/2021	4	0	25		1.
11	Mottau	Kymbralee	A	999.99	F	04/06/2021	4	0	25		1.
11	Parker	Jordan	L	999.99	F	04/06/2021	4	0	25		1.
11	Quesnel	Jalaysia	G	999.99	F	04/06/2021	4	0	25		1.
11	Reinhart	Desire	M	999.99	F	04/06/2021	4	0	25		1.

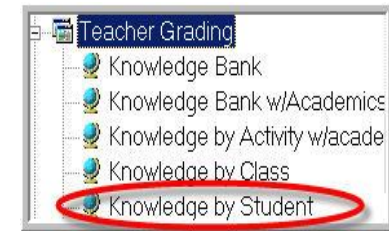
Helpful Hints: If you are trying to grade an activity and do not see it, one of 2 things occurred. You did not assign the activity or you assigned the activity to the wrong class.

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 Teacher Grading > Knowledge By Student



1. You can also Assign in this module by selecting Edit from the top of the module and choosing Assign. This will display a pop-up box allowing you to edit Date Taken and choose what activity(s) to assign to the selected student - once selections made, click the Yellow Folder to Add.
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.
*To **unassign** select Edit > Unassign from top menu > enter MP you wish to unassign activity from and click box in Assign column next to student name to select for unassignment*
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 also 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	000003	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

click to save selection & assign/unassign

check box to select activity assigning/unassigning



Teacher Grading

Entering Knowledge Grades

1. Select the class you would like to enter grades. This option lists students grade level then alphabetically.
2. Select the student you would like to grade by clicking on the student 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.
5. Optional: Enter Comment

ClassMate AWS - DEMO_ClassMate - ** Live Environment ** - [Teacher Knowledge Activity By Student (SKN1_MTB)]

File Edit View Report

Classes

- Good Afternoon Chef Brock
 - 1 Introduction to Culinary Careers - WS
 - 2 Introduction to Culinary Careers - WS
 - 3 Introduction to Culinary Careers - WS
 - 1 Introduction to Culinary Careers - WS

Active Students

Inactive Students

Current Marking Periods

Previous Marking Periods

All Marking Periods

Students

Introduction to Culinary Careers - WS

Anderson, Kyanna E 020210860

Anderson, Nijula 020210766

Anderson, Kyanna E 020210860

SEQ	ID	Activity	PTS	REQ	DateTaken	MP	TotPts	Comment	Retakes	VE
102	1.N	Safety Sanitation	20	T	04/06/2021	4	25	Entered Comment	0	
102	1.RA	Safety Sanitation Equip	999.99	F	04/06/2021	4	20		0	

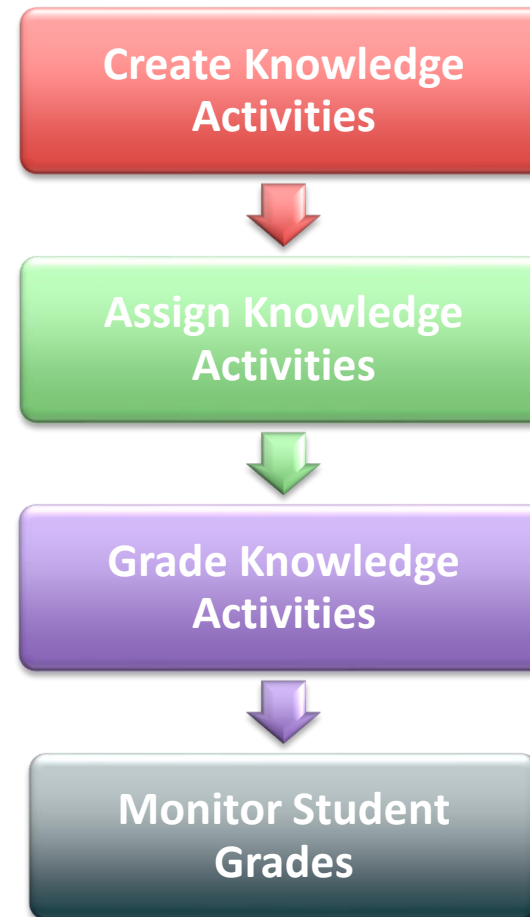
Helpful Hints: If you are trying to grade an activity and do not see it, one of 2 things occurred. You did not assign the activity or you assigned the activity to the wrong marking period or student.



Teacher Grading Knowledge Bank

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 GradeBook



Teacher Grading



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 Teacher Grading > MP GradeBook

1. Select the class you would like to view/edit/enter grades. This option lists students by class
2. Select student name from roster.
3. 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
4. Selection will display pop up window with student grades: assigned activities, tasks, work ethics, etc.
5. 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.

The screenshot shows the MP GradeBook interface. At the top, there is a 'Calculate' button with a red arrow pointing to it and a text box that says 'Use Calculate option to update grades in module'. Below this, there are buttons for 'Active', 'Inactive', and 'Yesterday's WE Calculation'. The main area displays the current marking period (4) and the class name 'Introduction to Culinary Careers - WS'. A student's name 'Kyanna Anderson 020210860' is highlighted in a red box. Below this, there is a table of student grades with columns for BRD, Last, First, M, PGR, SKL, KNW, WE, PDP, EMP, MID, FCX, FNL, SEM1, SEM2, Incp, and Student. A red arrow points to the 'KNW' column for Kyanna Anderson. Below the main table, there is a pop-up window titled 'Student Knowledge Activities' with columns for PTS, REQ, TotPts, ID, Activity, Date Taken, MP, Retakes, VER, and SEI. A red arrow points to the 'Activity' column in this pop-up window.

BRD	Last	First	M	PGR	SKL	KNW	WE	PDP	EMP	MID	FCX	FNL	SEM1	SEM2	Incp	Student
11	Anderson	Kyanna	E	999	999	80	0	999	999	999	999	999	999	999	F	020210860
11	Anderson	Njulia		999	999	999	0	999	999	999	999	999	999	999	F	020210766
12	Burson	Juny	R	999	999	999	0	999	999	999	999	999	999	999	F	020210756
11	Davis	Briana		999	999	999	0	999	999	999	999	999	999	999	F	020210806
11	Davis	Mckenna	D													
11	Garfield	Joshua	A													
11	Holms	Madison	K													
11	Malone	Melodie	C													

PTS	REQ	TotPts	ID	Activity	Date Taken	MP	Retakes	VER	SEI
20	T	25	1.N	Safety Sanitation	04/06/2021	4	0	1	10
999.99	F	20	1.RA	Safety Sanitation Equip	04/06/2021	4	0	1	10

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



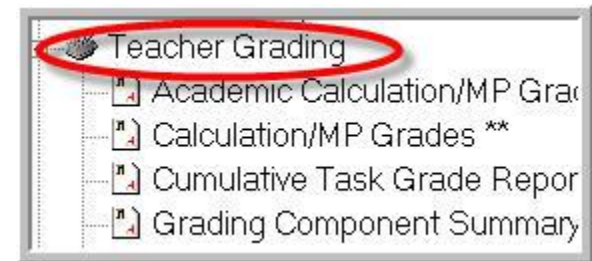
Teacher Grading

Teacher Reports

Teachers have access to a variety of reports within ClassMate. All reports can be accessed through the reports folder or by clicking of the work **“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

Reports > Teacher Grading > Single Click report you want to view



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

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



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