

# Introduction to: Knowledge Activity Banks *A Teacher's Guide to Creating Activities*

*April 2021*



# Teacher Grading

## ClassMate Grading

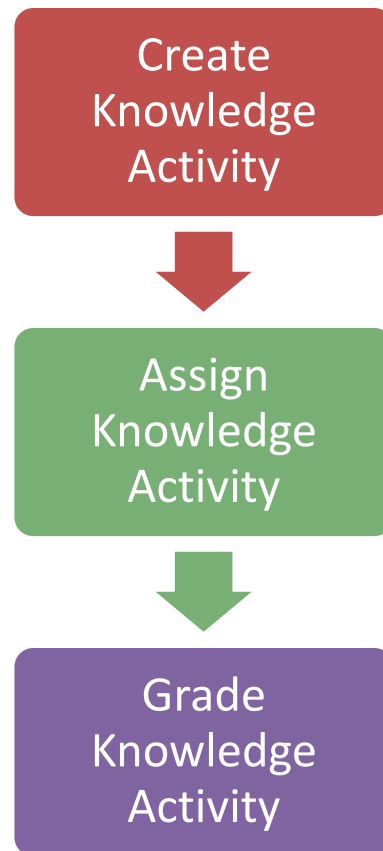
ClassMate Career and Technical Education software features one of the most sophisticated and detailed methodologies for evaluating student performance. By utilizing multiple grade types (such as Knowledge, Skill, Daily Work Ethics, and Professional Development), ClassMate provides administrators with 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
    - **Creating Knowledge Activities**
    - **Editing** Knowledge Activities
    - **Deleting** Knowledge Activities
    - **Importing** Knowledge Activities



# Teacher Grading

## ClassMate Knowledge Grading



# Teacher Grading Knowledge Bank

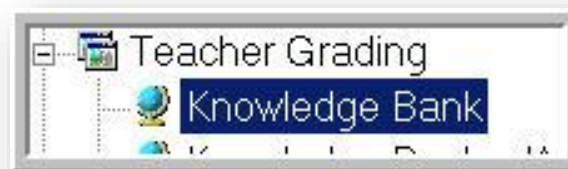
## Creating a Knowledge Bank

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 for all knowledge activities the teachers chooses to create for students. These activities will be assigned and graded.

## Getting Started

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



# Teacher Grading

## Creating a Knowledge Activity

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

**Populate Fields Left to Right. Following Fields are Mandatory.**

3. **SEQ** This is the order in which the activities will appear in the list. This number may be duplicated. Numeric only.
4. **ID** UNIQUE 6-digit alpha- numeric ID. **NO DUPLICATE ID NUMBERS ARE ALLOWED**
5. **ACTIVITY** Activity Name
6. **PTS** Total points the activity is worth
7. **DESCRIPTION** Details about activity. For example: Ch.1 Test Salon Safety
8. **CATEGORY** Select an activity category from the drop-down menu
9. **VER** Defaults to 1
10. **REQ** Indicates activity grade is to be calculated in knowledge grading component. Defaults to "T".
11. **STATUS** Indicates the activity is currently in use. Defaults to "A" for active.
12. **CLICK SAVE** when finished

**ModDate** Date the activity was last edited

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



# Teacher Grading Knowledge Bank



## Creating a Knowledge Activity

ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [Teacher Knowledge Activity Bank (KNW1\_MTB)]

File Copy Assign Delete Project View Report

Good Morning Mr. Hagman

- 5 Introduction to Construction Careers - BT
- 6 Introduction to Construction Careers - BT
- 1 Photography and Digital Imaging
- 1 Plumbing

**Activity Search**

- Sequence
- ID
- Activity
- Category

-- Select A Category  
Classroom Assignment  
Homework Assignment

**Assignment Status**

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

5 Introduction to Construction Careers - BT Knowledge Activities

SEQ	ID	Activity	PTS	VER	Category	Description	REQ	Status	ModDate	ModUser
2021	2021	ID VArrious Heat Systems	22	1	Classroom Assi		T	A	05/12/2020	jasmith
2022	2022	Explore HVAC Trade and Op	25	1	Classroom Assi		T	A	05/12/2020	jasmith
2023	2023	In your Opinion Essay 3	25	1	Classroom Assi		T	A	05/12/2020	jasmith
2024	2024	Explore Plumbing Trade and	25	1	Classroom Assi		T	A	05/19/2020	jasmith
2025	2025	Explore Electrical Trade and c	25	1	Classroom Assi		T	A	05/19/2020	jasmith
2026	2026	Explore Computer Aided Draft	25	1	Classroom Assi		T	A	05/22/2020	jasmith
2027	2027	Explore HVAC Trade and Op	25	1	Classroom Assi		T	A	05/22/2020	jasmith
2028	2028	Explore Cabinet Making Trad	25	1	Classroom Assi		T	A	05/22/2020	jasmith
2029	2029	Explore Carpentry Trade and	25	1	Classroom Assi		T	A	05/22/2020	jasmith
00200	100-20	Bi Weekly Test	34	1	Quiz	Hand Tools, Orientatio	T	A	09/10/2020	mhinton
00202	Quiz	Reciprocating Saw	32	1	Quiz		T	A	09/29/2020	mhinton
*										

### Helpful Hints:

- If creating an activity that will be used in both classes. Create the activity in one and copy to other.
- Columns where the headers are in **Green** font mean once the data is saved/created the data can be changed. **Blue** column headings mean once saved/created data cannot be changed.



# Teacher Grading Knowledge Bank



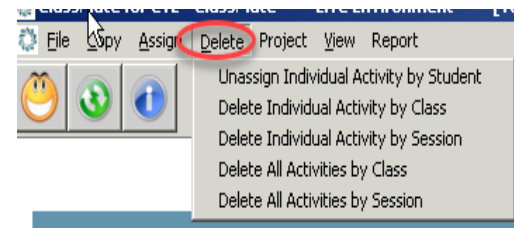
## Editing a Knowledge Bank Activity

- 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

## Importing Knowledge Bank Activities

Teachers can use the ClassMate KnowledgeImportTemplate to create a spreadsheet of knowledge activities which can be imported to alleviate manual entry.

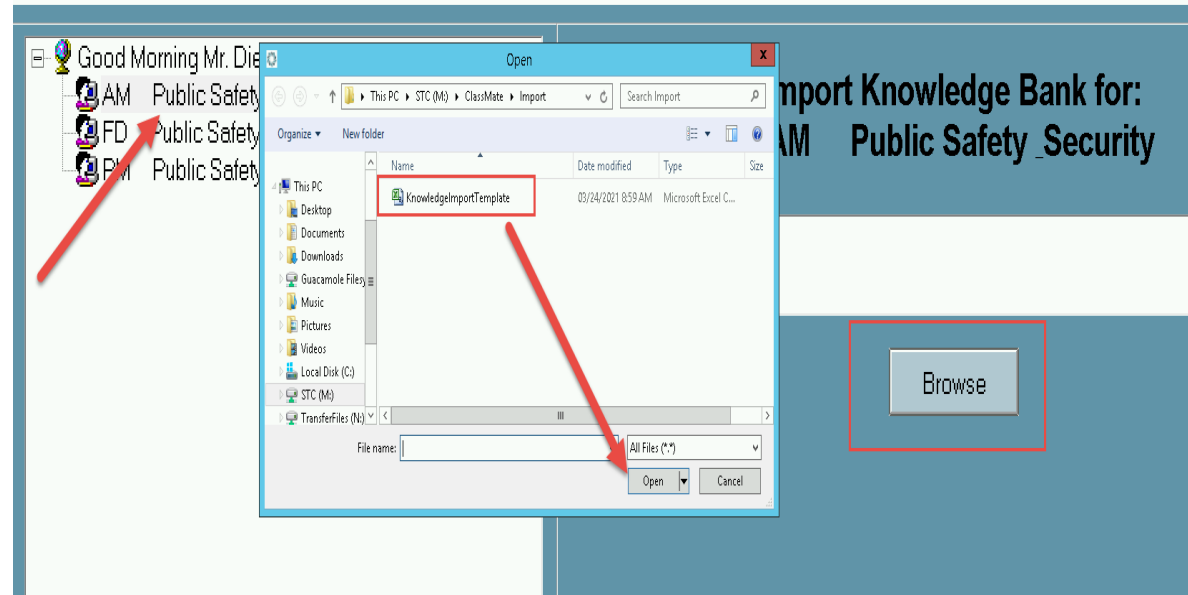
Please contact your site ClassMate System Administrator for the template and details prior to using the import module.



## Getting Started

### Teacher Options > Knowledge Bank Import

- Select Class
- Click Browse
- Select File to import
- Click Open
- Click the Blue Import button at top of module





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