

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

April 2021

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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



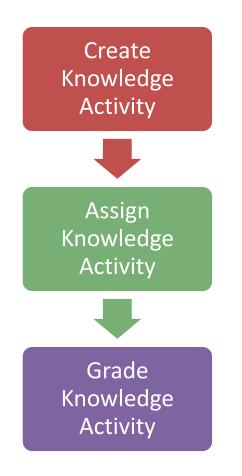


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ClassMate Knowledge Grading





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Teacher Grading Knowledge Bank

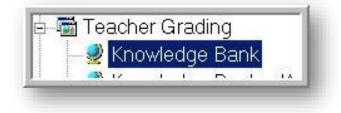


Teachers must first create the written tests, quizzes, homework assignments and any other knowledge activities in a knowledge bank.

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





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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.

- This is the order in which the activities will appear in the list. 3. SEQ 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 Defaults to 1 9. **VER** Indicates activity grade is to be calculated in knowledge grading component. Defaults to "T". 10. **REQ 11. STATUS** Indicates the activity is currently in use. Defaults to "A" for active. 12. CLICK SAVE when finished
- ModDateDate the activity was last editedModUserName of the user that made the last modification to the activity

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Teacher Grading

Teacher Grading Knowledge Bank



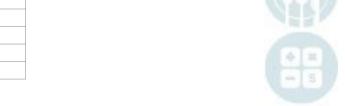
Creating a Knowledge Activity

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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.

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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)

Copy Assign Delete Project View Copy Individual Activity by Class Copy Individual Activity by Session Copy All Activities by Class

Unassign Individual Activity by Student

Delete Individual Activity by Class

Delete All Activities by Class Delete All Activities by Session

Delete Individual Activity by Session

Copy All Activities by Session

Spy Assign Delete Project View Report

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🖏 File Report

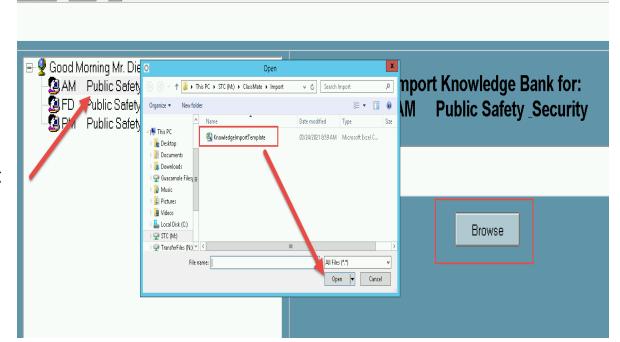
Importing Knowledge Bank Activities

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



ClassMate AWS - STC_ClassMate - ** Live Environment ** - [Knolwedge Bank Import (KNWIMP_M)]







ClassMate

1660 Valley Central Parkway Suite 500 Bethlehem, PA 18017

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

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