

# Introduction to: Technical Academic Knowledge Grading *A Teacher's Guide*



*April 2021*

# Technical Academic Knowledge Grading

- Knowledge Grading Overview
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- Knowledge Bank:
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  - Editing Activities
  - Assigning Activities
  - Activity Assignment Status Color Coding
- Knowledge Grading
  - Knowledge by Activity w/academics
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- Teacher Reports



# Technical Academic 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:

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



# Technical Academic Knowledge Grading

## Knowledge Grading Overview

**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)

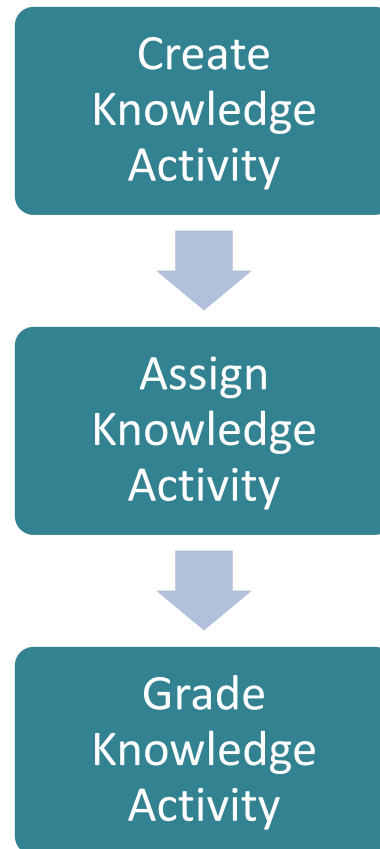
The total number of points available to earn for the nine weeks is 300. The student earned 251 points during the grading period. The resulting overall grade for the Knowledge portion of the nine-week grade would be:

**Knowledge Grade =  $251/300 = 0.836$  or **84%****



# Technical Academic Knowledge Grading

## Knowledge Grading Overview



# Technical Academic Knowledge Grading

## Module Assignment

### Teacher Modules

#### Category: Teacher Grading

- Knowledge Bank w/Academics (KNW3\_MTB)
- Knowledge by Activity w/academics (SKN5\_MTB)
- Knowledge by Student w/academics (SKN6\_MTB)
- MP Gradebook (CAL2\_MTB)



# Technical Academic Knowledge Grading Knowledge Bank w/ Academics

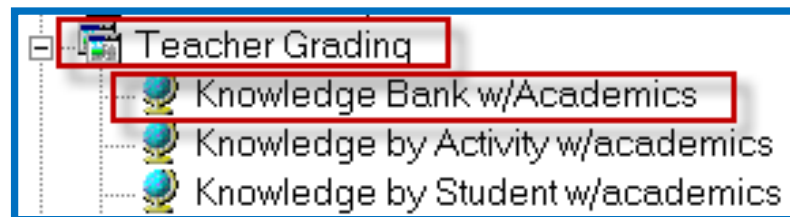


## Creating a Knowledge Bank

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 and check with Technical Academic(s) apply.

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.

## Getting Started Teacher Grading > Knowledge Bank w/Academics



# Technical Academic Knowledge Grading Knowledge Bank w/ Academics



## 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 & is 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. **Technical Academic** Check the box for which Technical Academic(s) apply to this activity.
8. **DESCRIPTION** Details about activity. For example: Ch.1 Test Salon Safety
9. **CATEGORY** Select an activity category from the drop-down menu
10. **VER** Defaults to 1
11. **REQ** Indicates activity grade is to be calculated in knowledge grading component. Defaults to "T".
12. **STATUS** Indicates the activity is currently in use. Defaults to "A" for active.
13. **CLICK SAVE** when finished

- ModDate** Date the activity was last edited
- ModUser** Name of the user that made the last modification to the activity
- PCNT** Column is populated if using Weighted Knowledge with the Percent (PCNT) assigned to the category in the Knowledge Category Weights by Class module





# Technical Academic Knowledge Grading Knowledge Bank w/ Academics



## Creating a Knowledge Activity



- Sequence
- ID
- Activity
- Category

Activity Search + -

-- Select A Category

Classroom Assignment

Homework Assignment

Assignment

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

### 2 Introduction to Culinary Careers - WS Knowledge Activities

SEQ	ID	Activity	PTS	T1	T2	T3	T4	T5	VER	Category	REQ	Status	Description	ModDate	ModUser	PCNT
501	Math-M	written math Midterm	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Test	T	A	Math test covering 1	02/10/2016	dbrooks	0
601	CU-1	Catering written assignment	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	Mock Event Plan/ca	04/11/2016	dbrooks	0
602	CU-2	cater written	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	Mock Event Plan/ca	04/11/2016	dbrooks	0
603	CU-3	cater written	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	Mock Event Plan/ca	04/11/2016	dbrooks	0
605	T-E	Equip/Tool ID	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Lab Assignment	T	A	Identification of hand	09/21/2016	dbrooks	0
700	test	cs 1255	1000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	test	02/01/2021	cmfeltenberger	0
700	U1Math	Unit 1 Culinary Math Exam	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Test	T	A	Culinary Math Cover	10/26/2016	dbrooks	0
800	Sauces	Poster Project	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Report	T	A	research-poster proje	03/24/2017	dbrooks	0
901	SP2	Safety	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Test	T	A	Certificate	04/12/2019	dbrooks	0
902	SP2	Sanitation	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Quiz	T	A	Certificate	04/12/2019	dbrooks	0
1001	Module	Meat Basics	150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	ALL Knowledge Activities	T	A	Canvas Module 23	04/23/2020	dbrooks	0
2001	Enrich	review/enrichment	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	ALL Knowledge Activities	T	A	Canvas enrichment	04/29/2020	dbrooks	0
2002	Module	Fish Basics	200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	Canvas Module	05/03/2020	dbrooks	0
4001	Module	Quick breads	250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Lab Assignment	T	A	Canvas Module	05/08/2020	dbrooks	0
5001	Module	Desserts	140	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Report	T	A	Canvas Module	05/13/2020	dbrooks	0
6001	Module	Herbs Spices	140	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Journal	T	A	Canvas Module	05/19/2020	dbrooks	0

### Helpful Hints:

- If creating an activity that will be used in both classes. Create the activity in one and copy to other.
- Only the Technical Academics that have been selected for that class by Administration in the Technical Academics by Class module will appear for selection.
- 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.



# Technical Academic Knowledge Grading Knowledge Bank w/ Academics



## Importing Knowledge Bank Activities

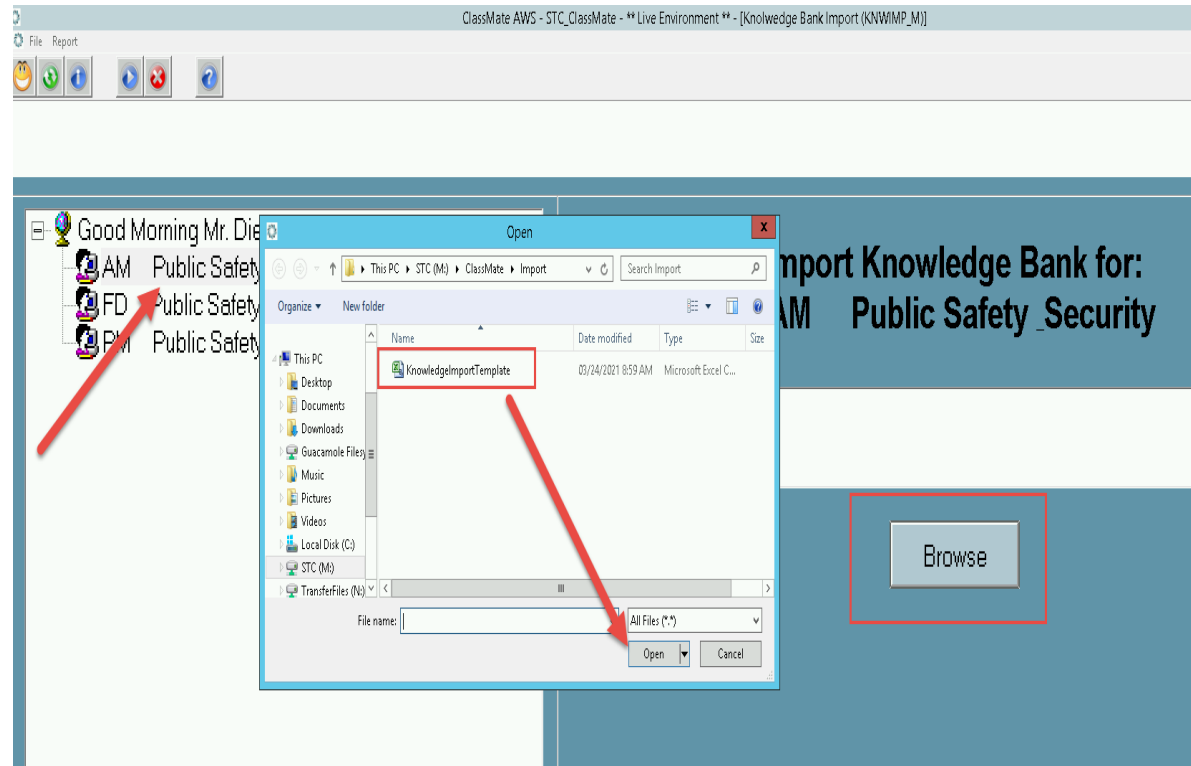
Teachers can use the ClassMate KnowledgeImportTemplate to create a spreadsheet of knowledge activities which can be imported to alleviate manual entry.

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



Import Knowledge Bank for:  
AM Public Safety\_Security



# Technical Academic Knowledge Grading Knowledge Bank w/ Academics

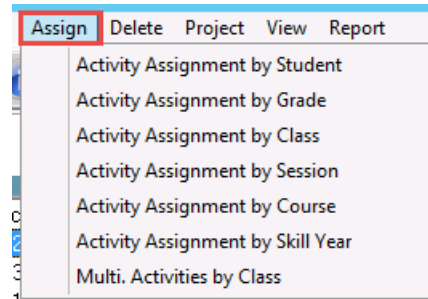
## Assigning a Knowledge Activity

- 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

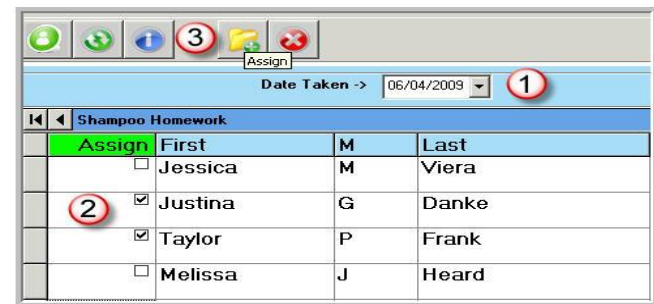


## Assigning a Knowledge Activity by Student

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

# Technical Academic Knowledge Grading Knowledge Bank w/ Academics



## Assigning a Knowledge Activity by Grade

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

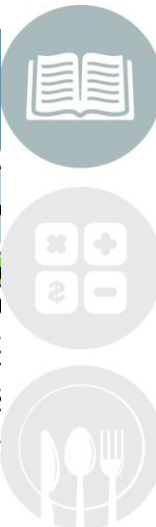
- Click **Activity Assignment by Grade**
- Type the Grade Level into the Enter a grade level field
- Date defaults to current date. Change the date by using the calendar on the drop-down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**

A screenshot of the "Assignment Information" dialog box. The title bar is blue with a close button (X) on the right. Below the title bar is a toolbar with five icons: a smiley face, a green circular arrow, an information icon, a floppy disk, and a red X. The main area has a light blue background and contains two input fields: "Enter a grade level ->" with a text box containing "11" and "Enter a date taken ->" with a date picker showing "04/06/2021".

## 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**

A screenshot of the "Assignment Information" dialog box. The title bar is blue with a close button (X) on the right. Below the title bar is a toolbar with five icons: a smiley face, a green circular arrow, an information icon, a floppy disk, and a red X. The main area has a light blue background and contains one input field: "Enter a date taken ->" with a date picker showing "04/06/2021".

# Technical Academic Knowledge Grading Knowledge Bank w/ Academics



## 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**.

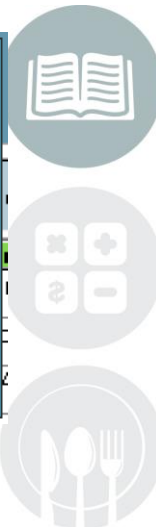
## Assigning a Knowledge Activity by Course

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

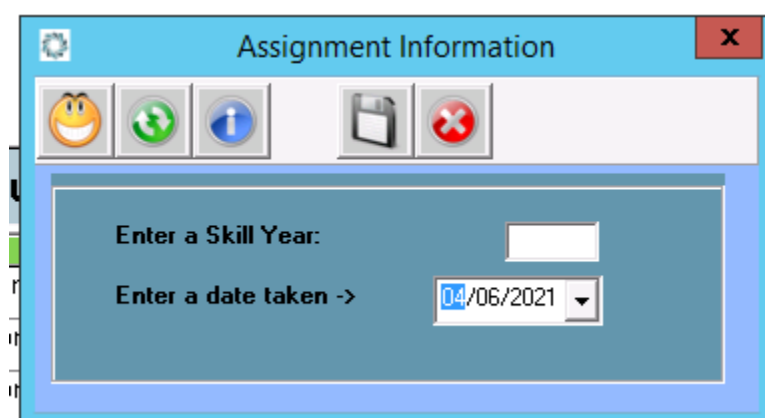


# Technical Academic Knowledge Grading Knowledge Bank w/ Academics

## Assigning a Knowledge Activity by Skill Year

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

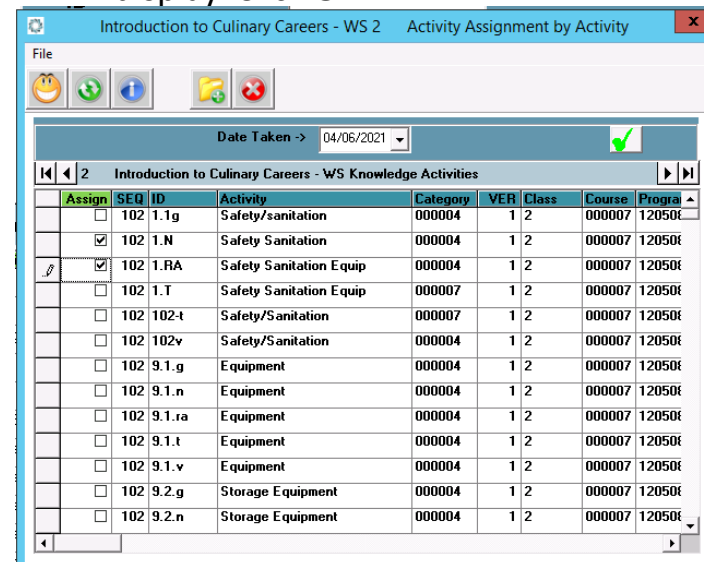
- Click **Activity Assignment by Skill Year**
- Type the Skill Year into the Enter a Skill Year field
- Date defaults to current date. Change the date by using the calendar on the drop-down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**



## 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	1.1N	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



# Technical Academic Knowledge Grading Knowledge Bank w/ Academics



## 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

The screenshot shows the 'Activity Search' panel with filters for Sequence, ID, Activity, and Category. Below it is a table of knowledge activities. A red arrow points from the 'Assignment Status' legend (Assigned to All: Red, Assigned to Some: Yellow, Assigned to None: Green) to the 'SEQ # & ID #' column in the table.

SEQ #	ID #	Activity	PTS	T1	T2	T3	T4	T5	VER	Category	REQ	Status	Description	ModDate	ModUser	PCNT
102	1.1g	Safety Sanitation	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A		09/07/2012	dbrooks	0
102	1.N	Safety Sanitation	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	2-sided notes	08/26/2011	pdell	0
102	1.FA	Safety Sanitation Equip	20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	Reading Activity Ass	08/26/2011	pdell	0
102	1.1	Safety Sanitation Equip	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Test	T	A	Safety,sanitation, eq	08/26/2011	pdell	0
102	102-t	Safety/Sanitation	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Test	T	A	Safety, Sanitation Te	09/07/2012	dbrooks	0
102	9.1g	Equipment	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Classroom Assignment	T	A	Equipment Graphic	08/26/2011	pdell	0



# Technical Academic Knowledge Grading Knowledge Bank w/ Academics



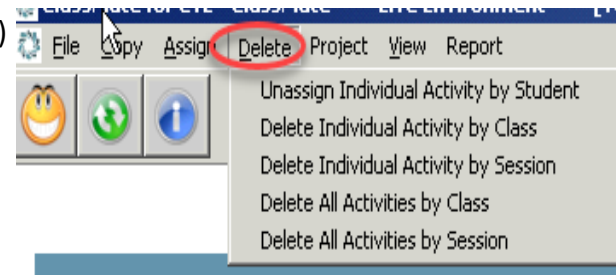
## Editing a Knowledge Bank Activity

- 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*)





# Technical Academic Knowledge Grading

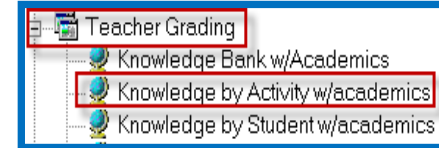
## Knowledge by Activity w/academics



### Knowledge by Activity w/academics

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 Activity w/academics



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



# Technical Academic Knowledge Grading

## Knowledge by Activity w/academics

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 By Activity w/ Academics (SKN5\_MTB)]

File Edit View

Assign Unassign

Classes

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

Active Students 4

Inactive Students

Activities

- 2 Introduction to Culinary Careers - WS
- 102 v.1.1.1.g Safety/ sanitation
- 102 v.1.1.1.N Safety Sanitation
- 102 v.1.1.1.RA Safety Sanitation Equip
- 102 v.1.1.1.T Safety Sanitation Equip

102 v.1.1.N Safety Sanitation

GRD	Last	First	PTS	REQ	Date Taken	T1	T2	T3	T4	T5	MP	Retakes	ToIPts	Comment	ID
11	Anderson	Kyanna	25	T	02/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	0	25	Entered comment	1.N
11	Anderson	Kyanna	20	T	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25	Entered Comment	1.N
11	Anderson	Njulia	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
12	Burson	Juny	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Davis	Briana	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Davis	Mckenna	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Garfield	Joshua	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Holms	Madison	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Holms	Melody	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Mottau	Kymbralee	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Parker	Jordan	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Quesnel	Jalaysia	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Reinhart	Desire	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N
11	Reinhart	Joshua	999.99	F	04/06/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0	25		1.N

Technical Academics selections will display here for viewing only

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.

# Technical Academic Knowledge Grading

## Knowledge by Student w/academics



### 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 w/Academics

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.

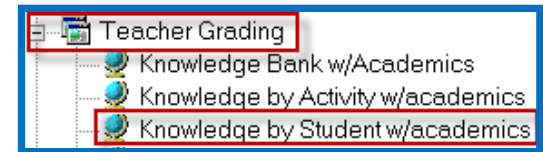


# Technical Academic Knowledge Grading Knowledge by Student w/academics



## Knowledge by Student w/academics

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 w/academics

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 by Student w/Academics (SKN6\_MTB)]

Classes

- GoodAfternoon Chef Brock
  - 1 Introduction to Culinary Careers - WS
  - 1 Introduction to Culinary Careers - WS

Anderson, Kyanna E 020210860

SEQ	ID	Activity	PTS	REQ	Date Taken	T1	T2	T3	T4	T5	MP	TotPts	Comment
102	1.N	Safety Sanitation	20	F	04/06/2021						4	25	Entered Comment
102	1.RA	Safety Sanitation Equip	999.99	F	04/06/2021						4	20	

Technical Academics selections will display here for viewing only

Students

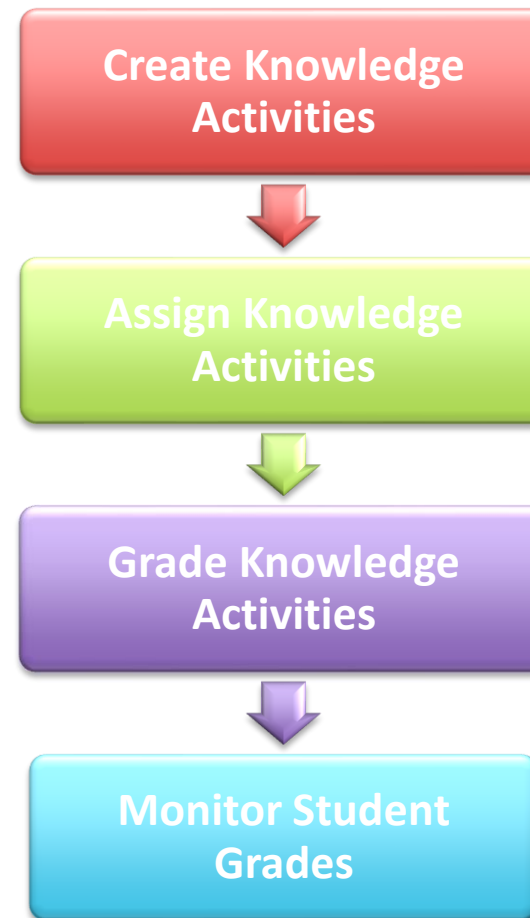
- 2 Introduction to Culinary Careers - WS
- Anderson, Kyanna E 020210860
- Anderson, Nulia 020210766

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.

# Technical Academic Knowledge Grading

## 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



# Technical Academic Knowledge 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 and a dropdown menu with options: 'Active', 'Inactive', and 'Yesterday's WE Calculation'. A red arrow points to the 'Calculate' button with the text 'Use Calculate option to update grades in module'. Below this, the 'Current MP' is set to 4, and the 'Standard' is 'Skill 33.34, Knowledge 33.33, Work Ethic 33.33'. The 'Task Rubric' is 10 and the 'Work Ethic Rubric' is 10. The student name 'Kyanna Anderson 020210860' is highlighted in a red box. The main grid shows a list of students 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. A pop-up window titled 'Student Knowledge Activities' is open, showing a table with columns: PTS, REQ, TotPts, ID, Activity, Date Taken, MP, Retakes, VER, and SEI. A red arrow points to the 'Activity' column in the 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	A	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	A	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	Melode	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

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

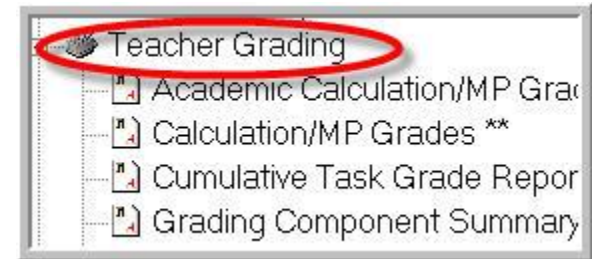
# Teacher Academic Knowledge Grading

## 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.

- Technical Academic Final Grade to Date
- Technical Academic by Student

## 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



# ClassMate

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