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

April 2021

Technical Academic Knowledge Grading

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

Technical Academic Knowledge Grading

The knowledge grading component in ClassMate is meant to assess, a student's cognitive knowledge about various trade specifics 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:

Knowledge Grade = Points Earned/Total Points Available

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

Create Knowledge Activity

↓

Assign Knowledge Activity

↓

Grade Knowledge Activity
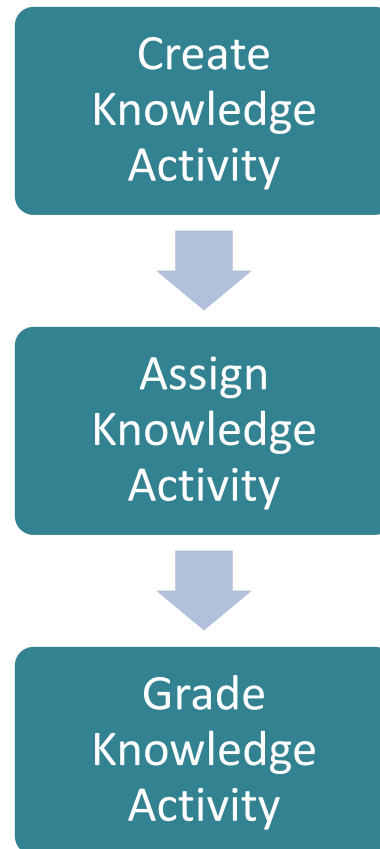
Technical Academic Knowledge Grading

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)

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
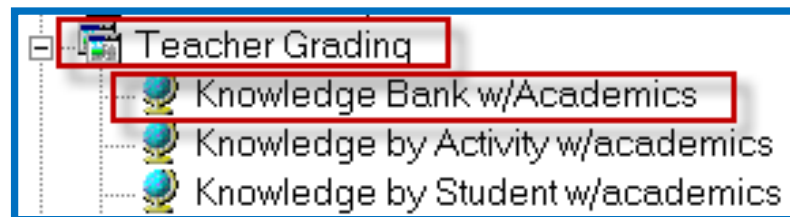
Technical Academic Knowledge Grading
Knowledge Bank w/ Academics

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

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

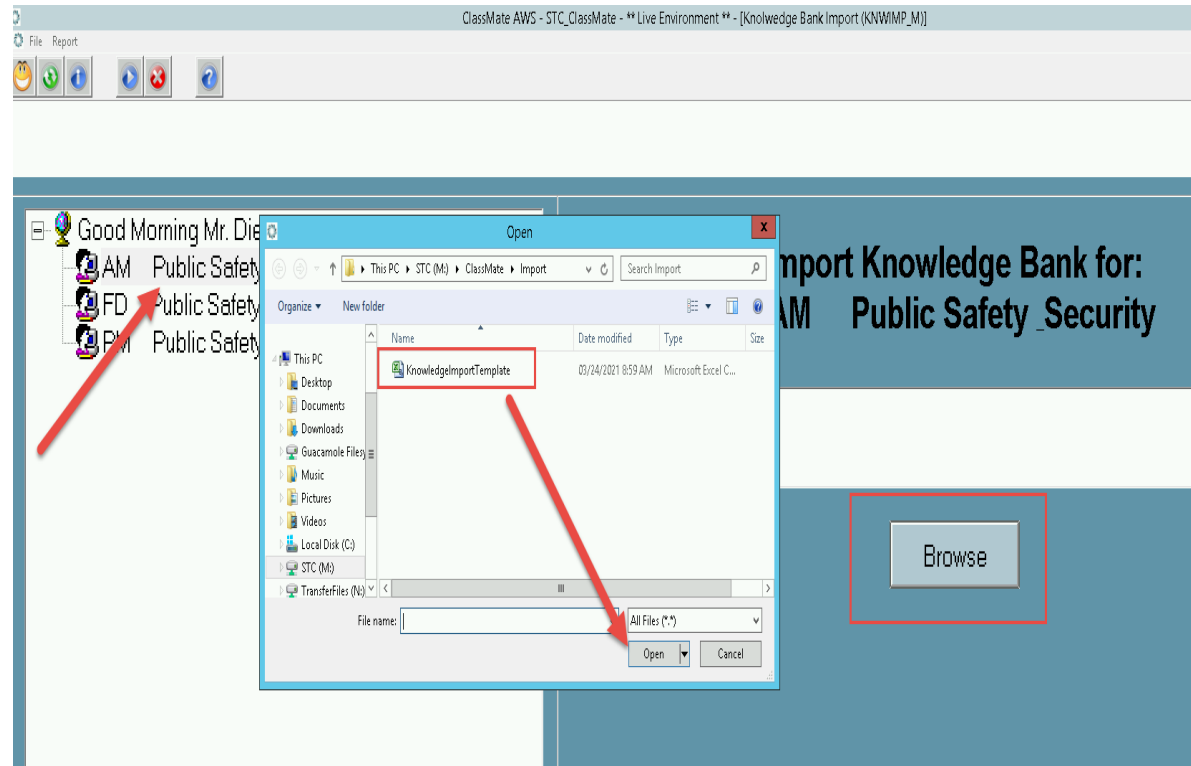## Importing Knowledge Bank Activities

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

Technical Academic Knowledge Grading
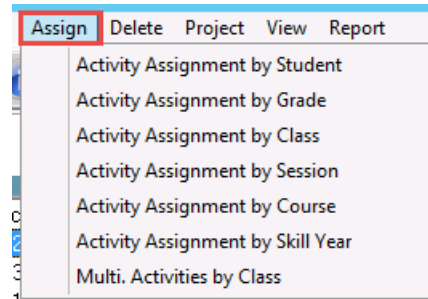## Knowledge Bank w/ Academics

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.RA	Safety Sanitation Equip	20	1	Classroom Assignment	Reading Activity Assignment	T
	102	1.T	Safety Sanitation Equip	50	1	Test	Safety sanitation equip test	T

Assign | Delete | Project | View | Report
- 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
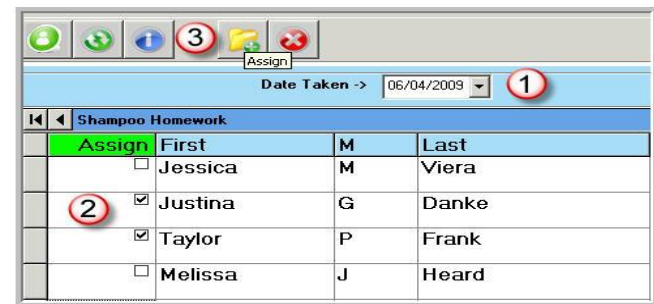- Multi. Activities by Class

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**.

Date Taken -> 06/04/2009 ①
Shampoo Homework

Assign	First	M	Last
☐	Jessica	M	Viera
☑ ②	Justina	G	Danke
☑	Taylor	P	Frank
☐	Melissa	J	Heard

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.

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

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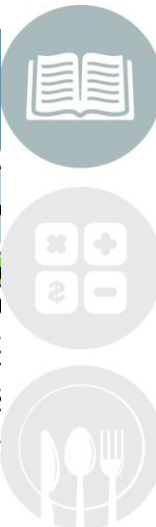
- Click **Activity Assignment by Grade**
- Type the Grade Level into the Enter a grade level field
- Date defaults to current date. Change the date by using the calendar on the drop-down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**

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**
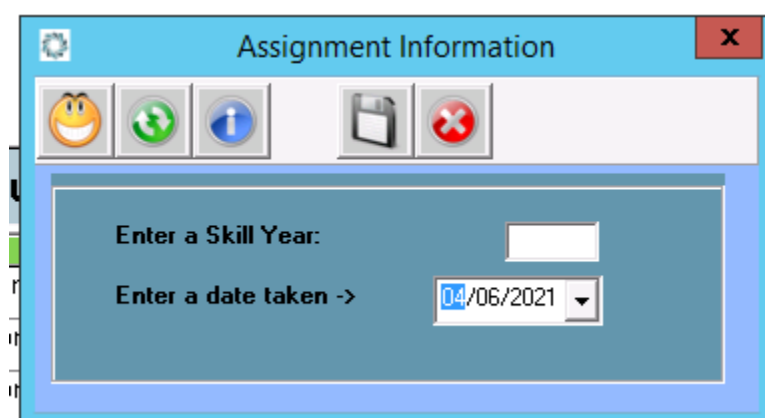- Process completed Successfully message will display. Click **OK**

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**

.

Technical Academic Knowledge Grading
Knowledge Bank w/ Academics

HARRIS School Solutions

Assigning a Knowledge Activity by Skill Year

This option allows selection by Skill Year and will assign to all students in Skill Year entered
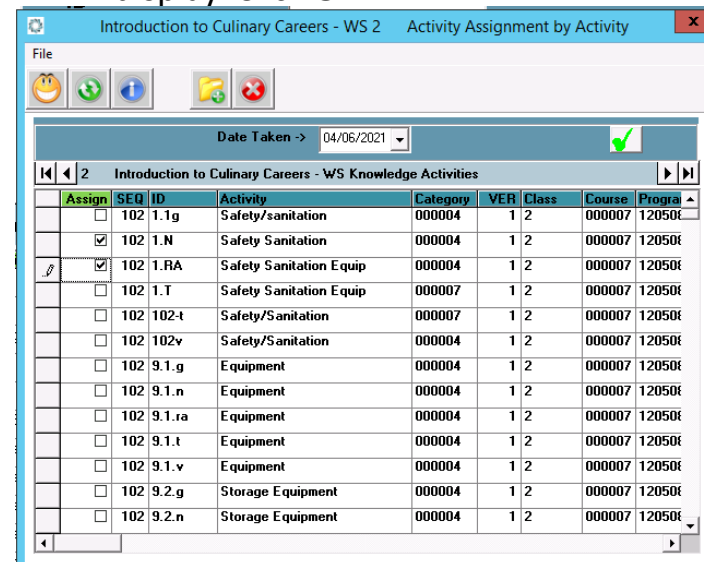
- Click **Activity Assignment by Skill Year**
- Type the Skill Year into the Enter a Skill Year field
- Date defaults to current date. Change the date by using the calendar on the drop-down menu.
- Click the Black disk icon to **SAVE**
- Process completed Successfully message will display. Click **OK**

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**

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

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
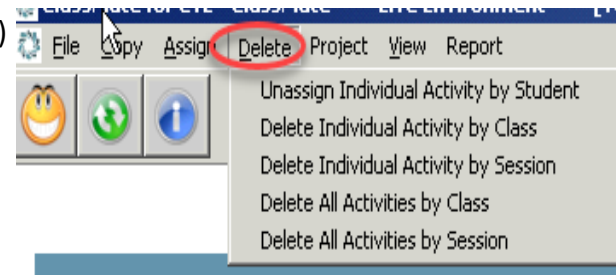
Copy a Knowledge Bank Activity

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)*

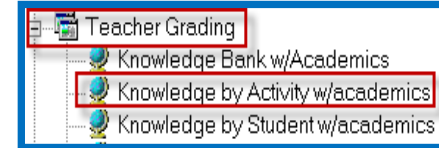# Technical Academic Knowledge Grading
Knowledge by Activity w/academics

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 to top 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

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.
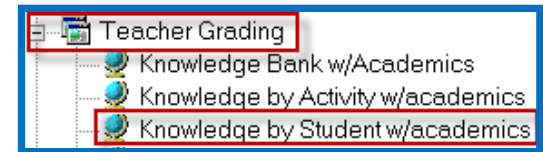
Knowledge by Student w/academics

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

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

Create Knowledge Activities

↓

Assign Knowledge Activities

↓

Grade Knowledge Activities

↓

Monitor Student Grades
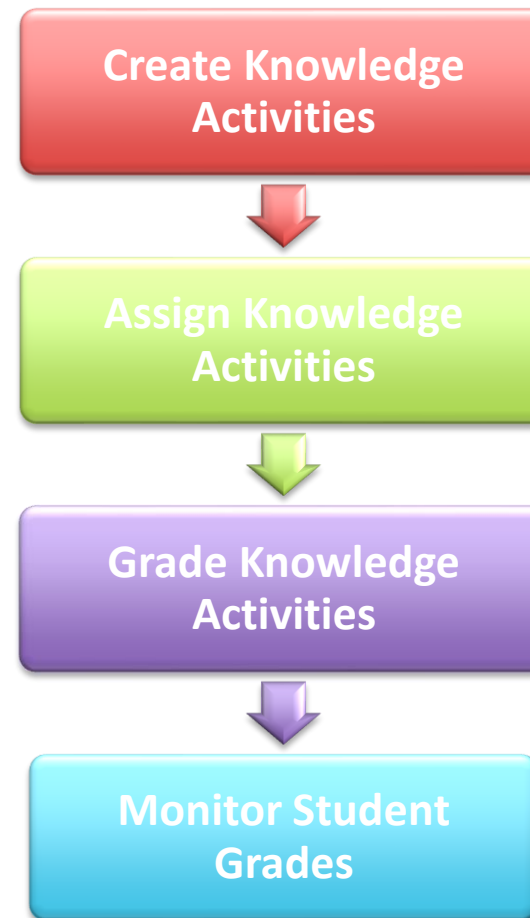
Technical Academic Knowledge Grading

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.

Teacher Academic Knowledge Grading

Teacher Reports

Teacher 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
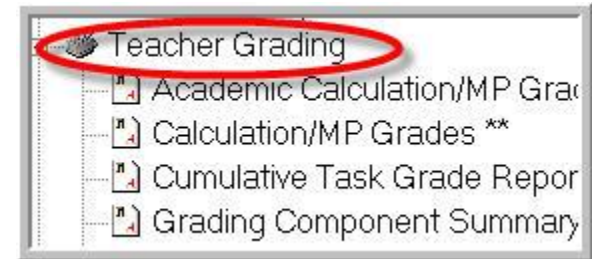
Teacher Reports

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

**1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017**

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