

ClassMate Adult Education

An Administrator's Guide to: Simple Grading

May 2022



Simple Grading

System Customizations

- Customization Management
 - Grading Tab
- Calendar Management
- Curriculum Management
 - Instructional Course Offerings

Grading

- Grades by Class

Report Assignment

- Grades Report (GRDRPT_R)



Simple Grading

System Customizations

Getting Started

Double click **My Modules** >

Double click **System Administration**>

Click **Customization Management**>

Click **Grading Tab**



In the **Customization Management Module**, the System Administrator establishes global settings that will affect **ALL** users and how they will use the simple Grading Functionality. These settings should be discussed administratively prior to implementing the functionality and In-Servicing instructors.

These settings must be set-up in ClassMate to enable the functionality to operate as expected.

NOTE: To open Modules or Sub-Modules, click on the Module's Title or the plus sign (+) to the left of the Title.



Simple Grading

System Customizations

① Select **Grading Tab**

② Indicate the grading **Formula** type:

Standard: will display Maximum Standard Grade Box
Enter: 0-100 numeric value for the final grade.

Rubric: will display Rubric Range Box
Enter: 0-X range based on specific definitions

③ Enter the **Maximum Standard Grade or Rubric Range:**

Standard: 0-100 numeric value for the final grade.

Rubric: Select the range from 0-10 based on your specific definitions.

④ Identify if **Certificate Requirements** will be applied to the student grade, apply requirements
If Yes, is selected enter:

Minimum Attendance %: Enter the lowest percentage the student can have and still earn a certificate

Minimum Grade: Enter the lowest grade the student can have and still earn a certificate



Simple Grading

Calendar Year 2020-2021

Miscellaneous | System Defaults | Attendance **1** | **Grading** | Rubrics | Unit Grading | Payment

Overall Grading - Simple Grading

2 Standard Numeric Grade - allows grades of 0-100 for final grade

Rubric Grade - a 0-n range with specific Rubric definitions

3 Maximum Standard Grade:

Skill Grading Options - Simple Grading

Checkbox Tracking

Numeric Grade Tracking (0-100)

Rubric Grade Tracking

Certificate Requirements

4 Apply Requirements: Yes No

Minimum Attendance %:

Minimum Grade:

Letter Grade Conversion / Quality Points

A Min:	<input type="text" value="90"/>	A+	<input type="text" value="95"/>	A-	<input type="text" value="85"/>	=	<input type="text" value="4"/>
B Min:	<input type="text" value="80"/>	B+	<input type="text" value="84"/>	B-	<input type="text" value="999"/>	=	<input type="text" value="3"/>
C Min:	<input type="text" value="70"/>	C+	<input type="text" value="999"/>	C-	<input type="text" value="999"/>	=	<input type="text" value="2"/>
D Min:	<input type="text" value="65"/>	D+	<input type="text" value="999"/>	D-	<input type="text" value="999"/>	=	<input type="text" value="1"/>

F = < D Minimum or D-

Overall Grading - Simple Grading

Standard Numeric Grade - allows grades of 0-100 for final grade

3 Rubric Grade - a 0-n range with specific Rubric definitions

4 Rubric Range:

- 0-3
- 0-4
- 0-5
- 0-6
- 0-7
- 0-8
- 0-9
- 0-10



Simple Grading

School Calendar

Calendar Management

Prior to implementing the simple grading functionality, please ensure the school calendar has been created and has been properly populated with the correct day types by location. The school calendar effects how data is used in a variety of areas. It is vital the school calendar be created, updated and maintained.

Please see the QRG on **Calendar Management** for step-by-step instructions



Simple Grading

Grading (Administrator)

Getting Started

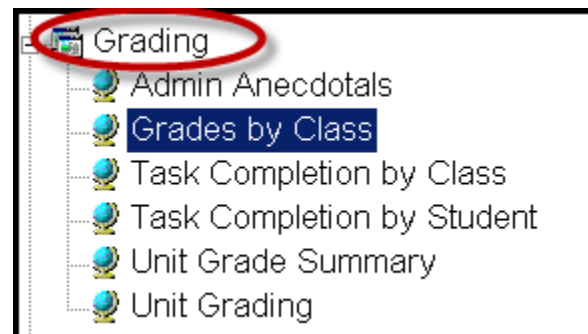
Double click **My Modules** >

Double click **Grading**>

Click **Grades by Class**

Grading

The Grading functionality allows administrators the ability to enter a single grade for the class. The grade entered is dated and a comment can be made related to the student or grade. Administrators have access to all classes and students. Instructors only have access to the classes they teach and the associated students.



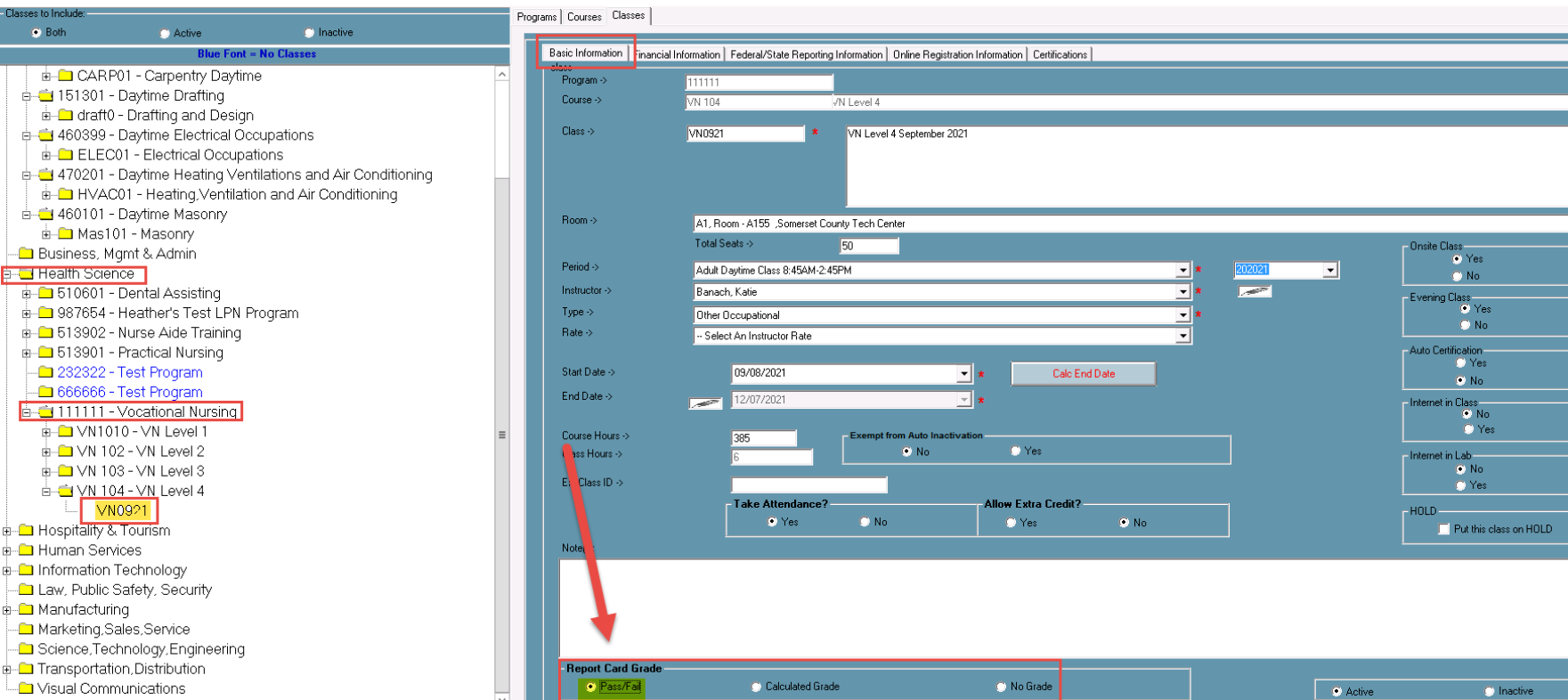
Simple Grading

Grading (Administrator)

Grading: *Pass/Fail Grade*

Setup: To use Pass/Fail Grade select **Instructional Course Offerings** module > Program > Course > Select Class

Click to select Basic Information tab > **Report Card Grade** bottom left > select Pass/Fail Grade radio button and Save



The screenshot displays the 'Basic Information' tab for a class. The left-hand navigation tree shows a hierarchy of categories, with 'Health Science' expanded to show 'Vocational Nursing' and 'VN104 - VN Level 4' selected. The main form area contains the following fields:

- Program: 111111
- Course: VN 104 - VN Level 4
- Class: VN0921 * VN Level 4 September 2021
- Room: A1, Room - A155 - Somerset County Tech Center
- Total Seats: 50
- Period: Adult Daytime Class 8:45AM-2:45PM
- Instructor: Banach, Katie
- Type: Other Occupational
- Rate: - Select An Instructor Rate
- Start Date: 09/08/2021
- End Date: 12/07/2021
- Course Hours: 385
- Class Hours: 6
- Exempt from Auto Inactivation: No
- Class ID: [Empty]
- Take Attendance?: Yes
- Allow Extra Credit?: No

On the right side, there are several checkboxes for class options:

- Onsite Class: Yes
- Evening Class: No
- Auto Certification: No
- Internet in Class: No
- Internet in Lab: No
- HOLD: Put this class on HOLD

At the bottom, the 'Report Card Grade' section has three radio buttons: **Pass/Fail** (selected), 'Calculated Grade', and 'No Grade'. A red arrow points to the 'Pass/Fail' radio button.

Simple Grading

Grading (Administrator)

Grading: *Pass/Fail Class*

Select Grading > Grades by Class module

- 1 Select the Course from the available list on left hand side of the screen. Click the **Course name**.
- 2 Select the Class from the available list that displays. Click the **Class name**.
- 3 Enter **P** for pass or **F** for fail for the class in **PassFail** field
- 4 **Date Graded** field will auto-populate to date entry is made. Date can be edited if needed.
- 5 In the **Grade Comment** field enter a grade or student related comment if desired.

If you need to delete a grade you can right click on row and select Delete



Simple Grading

Classes to Include:

Both
 Active
 Inactive

- [-] Practical Nursing 2019 Level 2 - Somerset
- [-] Practical Nursing 2019 Level 3 - Bedford
- [-] Practical Nursing 2019 Level 3 - Somerset
- [-] Practical Nursing 2019 Level 4 - Bedford
- [-] Practical Nursing 2019 Level 4 - Somerset
- [-] Practical Nursing 2020 Level 1 - Somerset
- [-] Practical Nursing Level 1 - Full Time
- [-] Practical Nursing Level 1 - Full Time - Bedford
- [-] Practical Nursing Level 1 - Full Time - Somerset
- [-] Practical Nursing Level 2 - Full Time
- [-] Practical Nursing Level 2 - Full Time - Bedford
- [-] Practical Nursing Level 2 - Full Time - Somerset
- [-] Practical Nursing Level 2 2016 - Bedford
- [-] Practical Nursing Level 3 - Full Time
- [-] Practical Nursing Level 3 - Full Time - Bedford
- [-] Practical Nursing Level 4 - Full Time
- [-] Practical Nursing Level 4 - Full Time - Bedford
- [-] Practical Nursing Level 4 - Full Time - Somerset
- [-] ServSafe Certification
- [-] ServSafe Certification ReTest
- [-] ServSafe Online Certification
- [-] ServSafe ReCertification
- 1 [-] VN Level 1
- 2 [-] VN Level 2
 - [-] VN Level 2 December 2020
 - [-] VN Level 2

VN Level 2 December 2020						
LastName	FirstName	Initial	Pass/Fail	Date Graded	Grade Comment	StudentID
Aaron	Aaaaaaron	A	F	05/06/2022		100002339
Stern	AA Penny					100002338
Stern	Aaron		P	05/06/2022		100001805



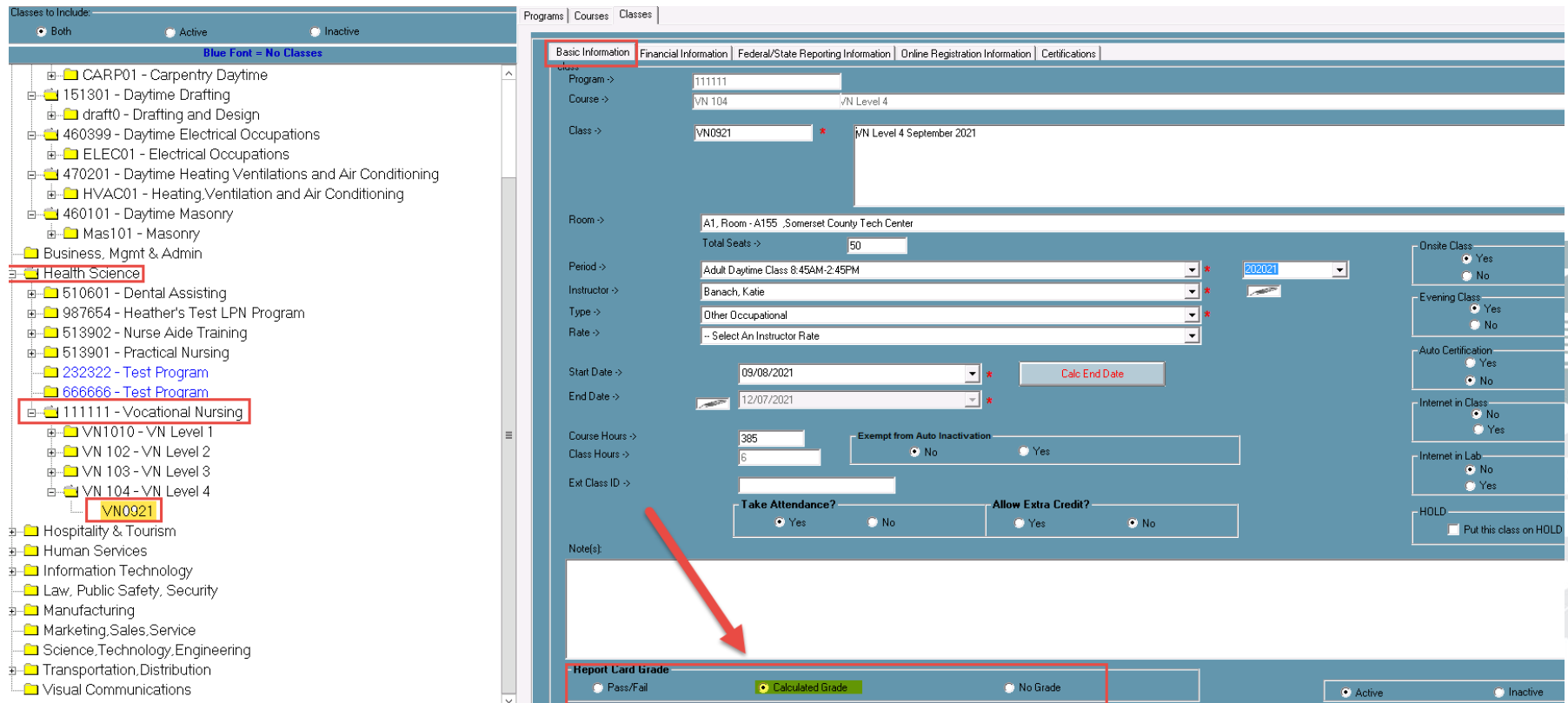
Simple Grading

Grading (Administrator)

Grading: *Calculated Grade*

Setup: To use Calculated Grade select **Instructional Course Offerings** module > Program > Course > Select Class

Click to select Basic Information tab > **Report Card Grade** bottom left > select Calculated Grade radio button and Save



The screenshot shows the 'Basic Information' tab for a class. The left sidebar lists various classes, with '111111 - Vocational Nursing' selected. The main form displays details for 'VN0921' (VN Level 4 September 2021). The 'Report Card Grade' section at the bottom has 'Calculated Grade' selected.

Classes to Include: Both, Active, Inactive

Blue Font = No Classes

- CARP01 - Carpentry Daytime
- 151301 - Daytime Drafting
- draff0 - Drafting and Design
- 460399 - Daytime Electrical Occupations
- ELEC01 - Electrical Occupations
- 470201 - Daytime Heating Ventilations and Air Conditioning
- HVAC01 - Heating, Ventilation and Air Conditioning
- 460101 - Daytime Masonry
- Mas101 - Masonry
- Business, Mgmt & Admin
- Health Science**
 - 510601 - Dental Assisting
 - 987654 - Heather's Test LPN Program
 - 513902 - Nurse Aide Training
 - 513901 - Practical Nursing
 - 232322 - Test Program
 - 666666 - Test Program
 - 111111 - Vocational Nursing**
 - VN1010 - VN Level 1
 - VN 102 - VN Level 2
 - VN 103 - VN Level 3
 - VN 104 - VN Level 4
 - VN0921**
 - Hospitality & Tourism
 - Human Services
 - Information Technology
 - Law, Public Safety, Security
 - Manufacturing
 - Marketing, Sales, Service
 - Science, Technology, Engineering
 - Transportation, Distribution
 - Visual Communications

Basic Information | Financial Information | Federal/State Reporting Information | Online Registration Information | Certifications

Program -> 111111
 Course -> VN 104 VN Level 4
 Class -> VN0921 * VN Level 4 September 2021

Room -> A1, Room - A155 ,Somerset County Tech Center
 Total Seats -> 50

Period -> Adult Daytime Class 8:45AM-2:45PM * 202021
 Instructor -> Banach, Katie *
 Type -> Other Occupational *
 Rate -> -- Select An Instructor Rate *

Start Date -> 09/08/2021 * **Calc End Date**
 End Date -> 12/07/2021 *

Course Hours -> 385 Exempt from Auto Inactivation: No Yes
 Class Hours -> 6

Ext Class ID -> []

Take Attendance? Yes No Allow Extra Credit? Yes No

Note(s):

Report Card Grade Pass/Fail Calculated Grade No Grade Active Inactive

Simple Grading

Grading (Administrator)

Grading: *Calculated Grade*

Select Grading > Grades by Class module

- 1 Select the Course from the available list on left hand side of the screen. Click the **Course name**.
- 2 Select the Class from the available list that displays. Click the **Class name**.
- 3 Enter the single overall grade for the class in the appropriate **Grade** field
- 4 **Date Graded** field will auto-populate to date entry is made. Date can be edited if needed.
- 5 In the **Grade Comment** field enter a grade or student related comment if desired.

If you need to delete a grade you can right click on row and select Delete



Simple Grading

Classes to Include:

Both
 Active
 Inactive

- Practical Nursing 2019 Level 1 - Bedford
- Practical Nursing 2019 Level 1 - Somerset
- Practical Nursing 2019 Level 2 - Bedford
- Practical Nursing 2019 Level 2 - Somerset
- Practical Nursing 2019 Level 3 - Bedford
- Practical Nursing 2019 Level 3 - Somerset
- Practical Nursing 2019 Level 4 - Bedford
- Practical Nursing 2019 Level 4 - Somerset
- Practical Nursing 2020 Level 1 - Somerset
- Practical Nursing Level 1 - Full Time
- Practical Nursing Level 1 - Full Time - Bedford
- Practical Nursing Level 1 - Full Time - Somerset
- Practical Nursing Level 2 - Full Time
- Practical Nursing Level 2 - Full Time - Bedford
- Practical Nursing Level 2 - Full Time - Somerset
- Practical Nursing Level 2 2016 - Bedford
- Practical Nursing Level 3 - Full Time
- Practical Nursing Level 3 - Full Time - Bedford
- Practical Nursing Level 4 - Full Time
- Practical Nursing Level 4 - Full Time - Bedford
- Practical Nursing Level 4 - Full Time - Somerset
- ServSafe Certification
- ServSafe Certification ReTest
- ServSafe Online Certification
- ServSafe ReCertification
- VN Level 1
- VN Level 1 September 2020

VN Level 1 September 2020										
Last Name	First Name	Initial	Final Grade	Date Graded	Midterm Exam	Midterm Date	Final Exam	Final Exam Date	GradeComment	
Aaron	Aaaaaaron	A	3	4						5
Stern	AA Penny									
Stern	Aaron		80	05/06/2022	0	01/01/1900	0	05/06/2022	Homework lowered grade - none handed in	



Simple Grading

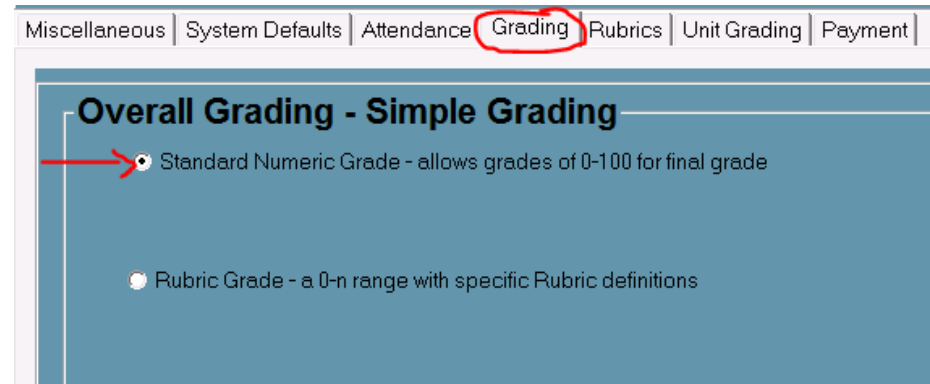
Grading (Administrator)

Helpful Hints:

Customization Management

It is important to remember that the **Calculated Grade Method** selected in customization management module is a global setting. This means **ALL** classes with a calculated Grade flagged in Instructional Course Offerings will use the Selected formula.

For example, if Standard Numeric Grade is chosen every class with a calculated grade will enter the Grade using a numeric value. You **CANNOT** have some Classes use a rubric and others numeric.



Grade by Class

In the Grades by Class module, you will want to be aware of the **Classes to include** filter located at the top of the course/class window. In most cases you will want to have the **ACTIVE** radio button populated so only the classes currently running will display.



ClassMate

1501 Reedsdale Street,
Suite 5000
Pittsburgh, PA 15233

Questions? Contact us!

ClassMate HelpDesk

855-984-1228

ctesupport@harriscomputer.com

