Diocese of Columbus – Standards-Based Grading Enhancements

Updates to previous processes:

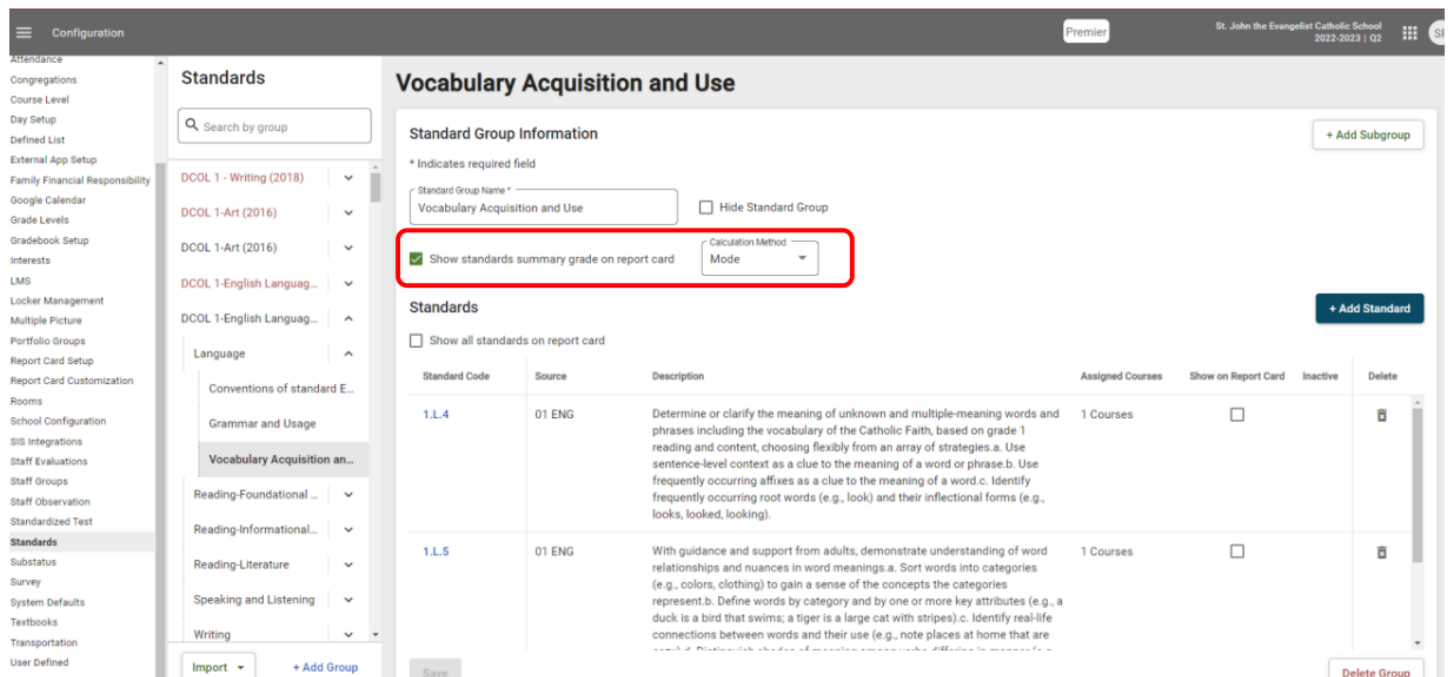Administrators- *Minor changes in end of term processes*.
- No longer run Custom Report: "Diocese of Columbus : Standards Grade Calculation".

Teachers- *Substantial changes in end of term processes.*
- Will load grades to report card in classes.
- No longer utilize Skill Set screens to overwrite grades
- Overwrites no longer require teacher initials on new screen.

Standards Configuration – Administrator: Toggling Essential Standard Calculation
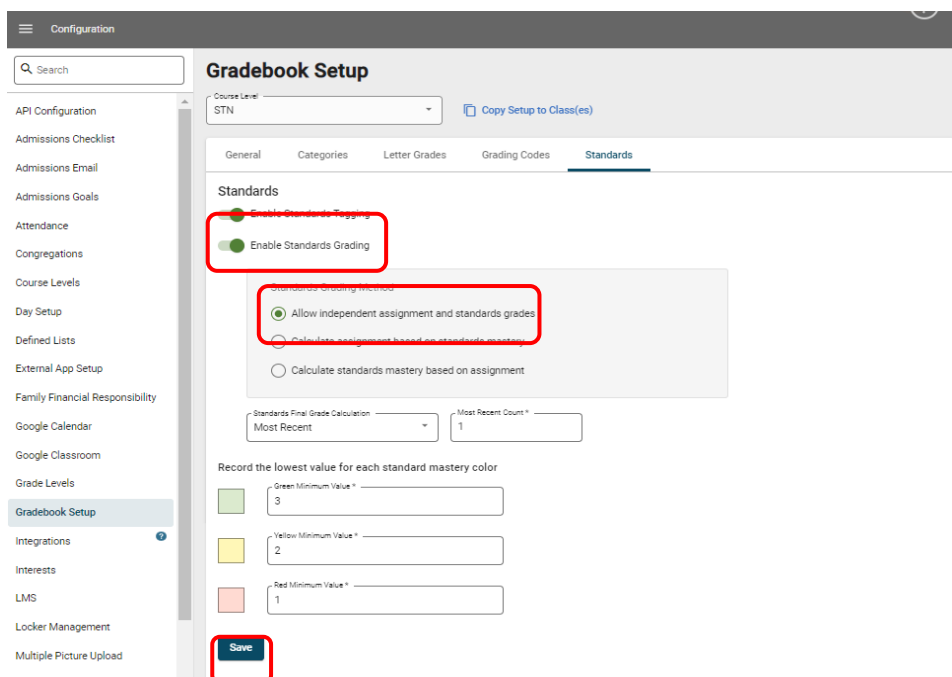
1. System > Configuration > Standards - Updates allow for the toggling of "standard summary" grade, also known as "Essential Standard". **The Calculation Method for this standard level is MODE.**
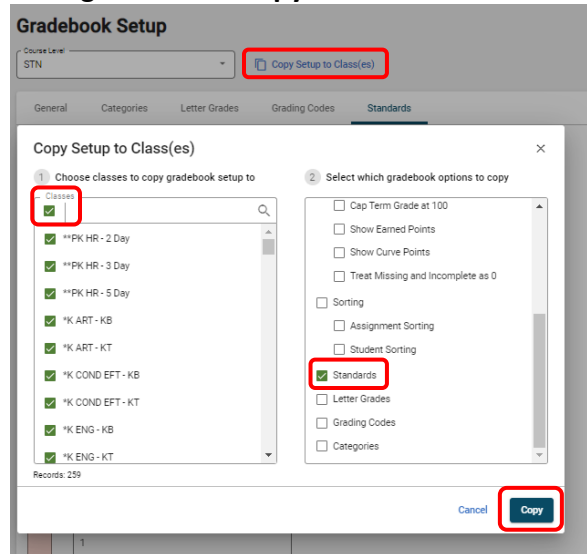

Gradebook – Administrator: Setting up Gradebook

1. System > Configuration > Gradebook Setup > STN Course Level > Standards
2. Toggle options for "Enable Standards Tagging" and "Enable Standards Grading"
3. Toggle option for "Allow independent assignment and standards grades."
4. Set "**Standards Final Grade Calculation**" to **Most Recent** and "**Most Recent Count**" to **1**.
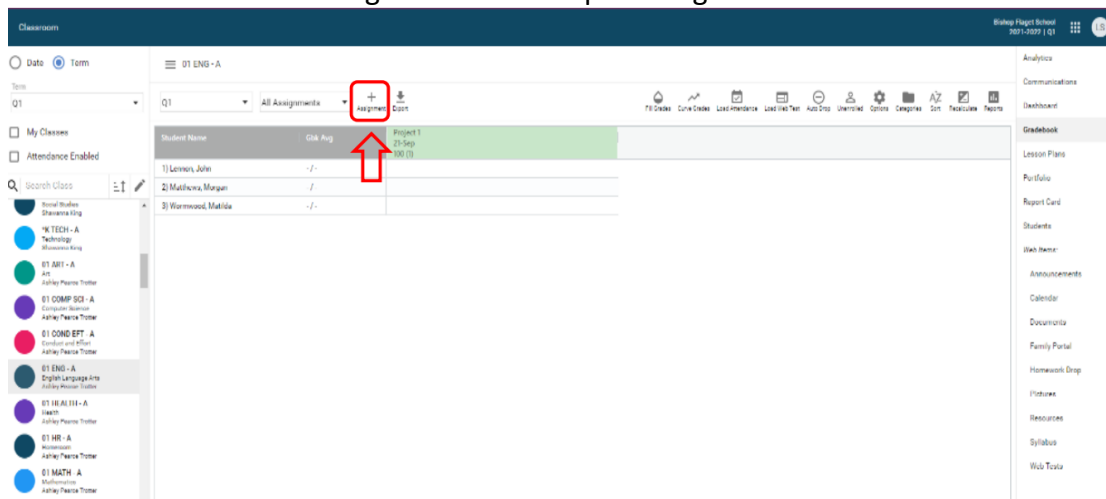5. Set standards color coding, if desired.
6. Select Save.

7. Select Copy Setup to Class(es) > Toggle All Classes with top left checkbox > Uncheck all but the Standards option in box # 2 on right > Select **Copy**.

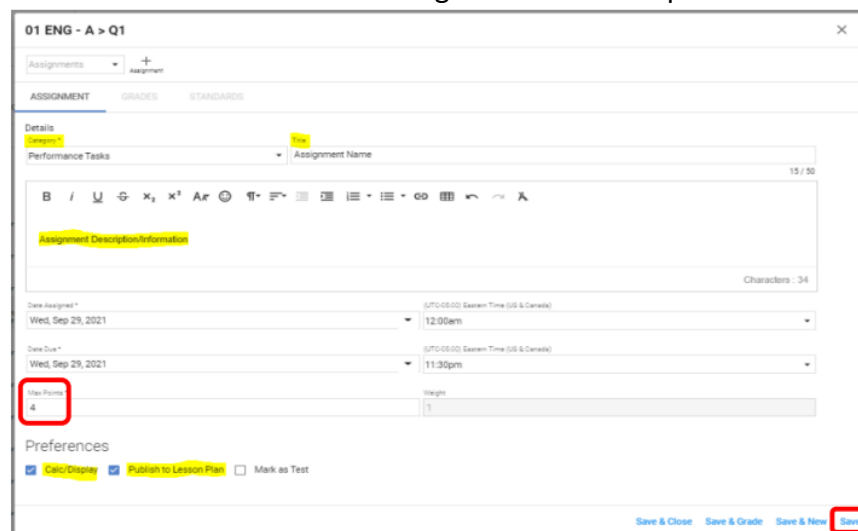## Gradebook – Teacher: Creating/Grading Assignment

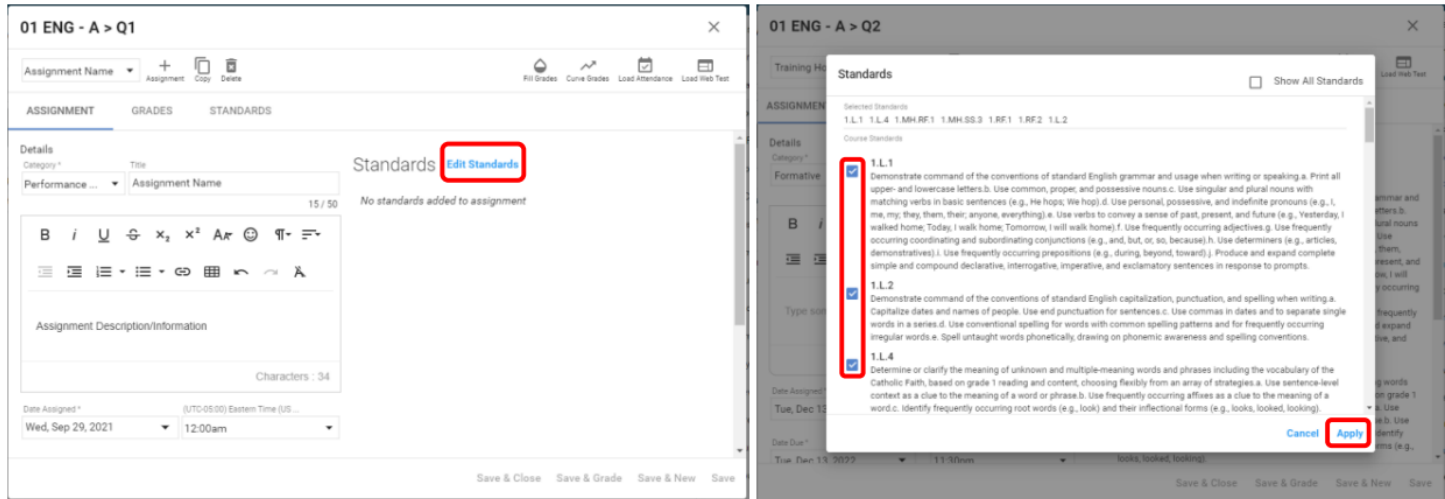1. From Gradebook > Click + Add Assignment at the top of the gradebook.

2. Fill out template - Select Category from dropdown (Formative is 0 weighted category and won't calculate into final grades). Add Assignment Title and Description. Max Points set to 4 and Calc/Display checked. Check Publish to Lesson Plan to add assignment to lesson plan. Select Save.
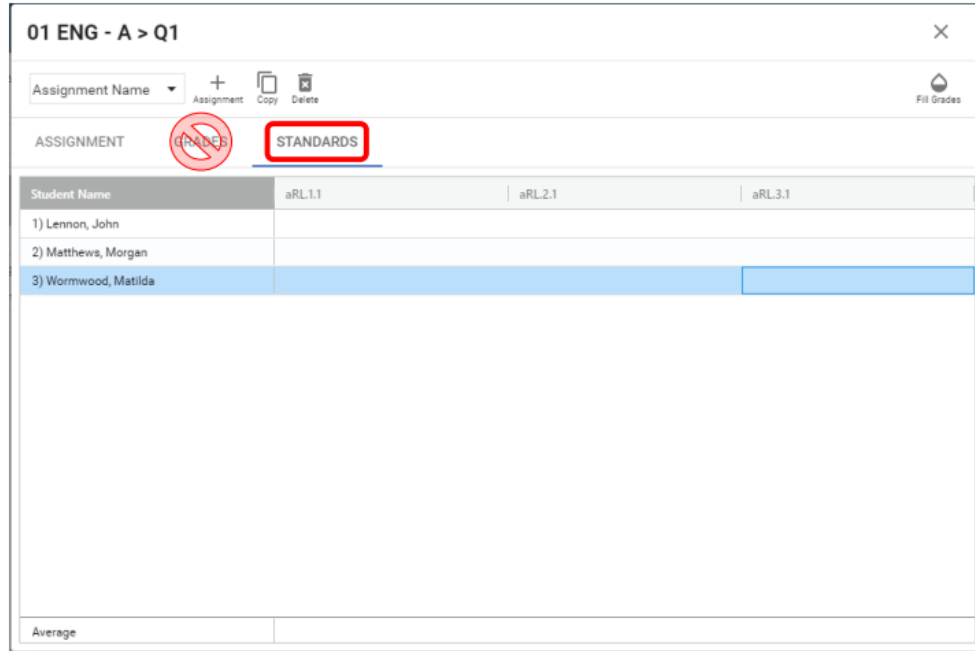
3. Standards show up on the right-hand side of the page. Select Edit Standards link. Toggle check box next to desired standards. Select Apply to attach standards to assignment.
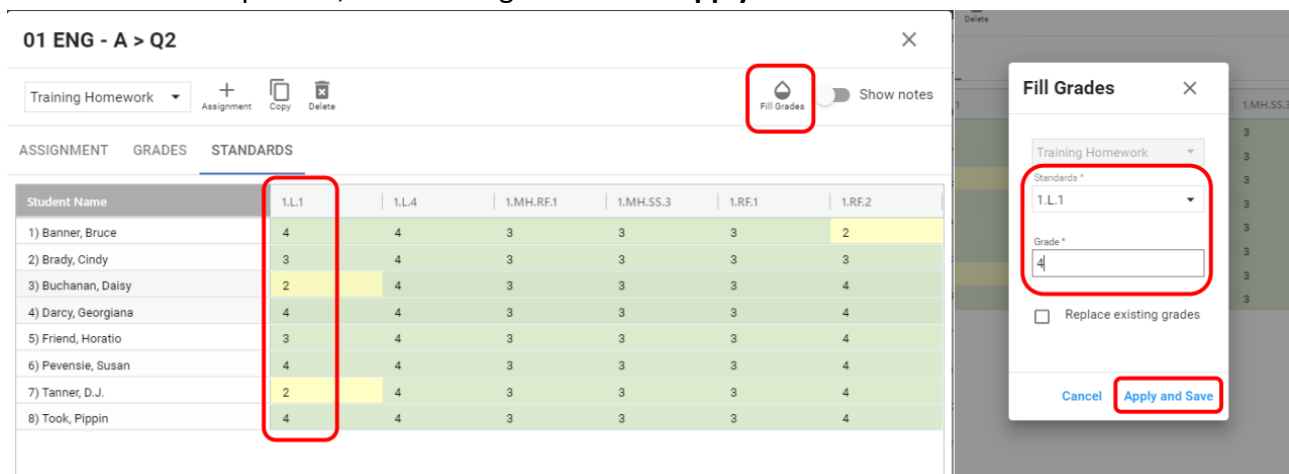

4. Click on the **Standards** tab at the top. Do **not** use the *Grades* tab unless teaching **Alg 1** and/or **Geom**.
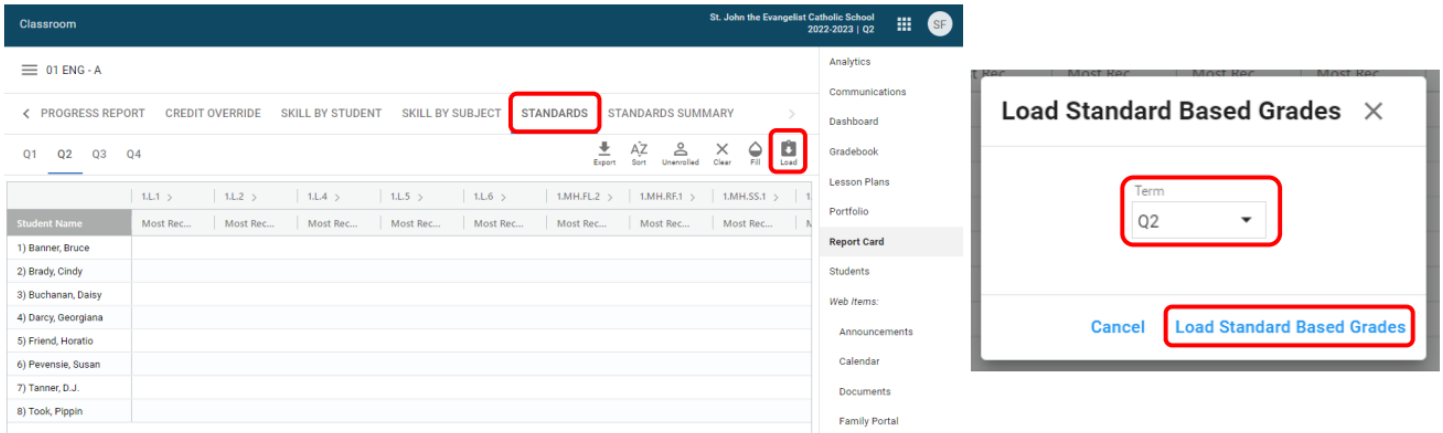

5. Standards selected will show along top. Enter grade for each standard, 1=N, 2=W, 3=M, 4=E, or utilize **Fill Standard** icon in top right to fill grades for all students per standard. Within **Fill Standard** > Select Standard from drop down, then enter grade. Select **Apply and Save**.

Report Card – Teacher: Loading and Overwriting Grades

1. From Report Card > Select **Standards** tab, select Load icon in top right. Confirm Term and select **Load Standard Based Grades**. Select **Blue Floppy Disc** icon to save grades.
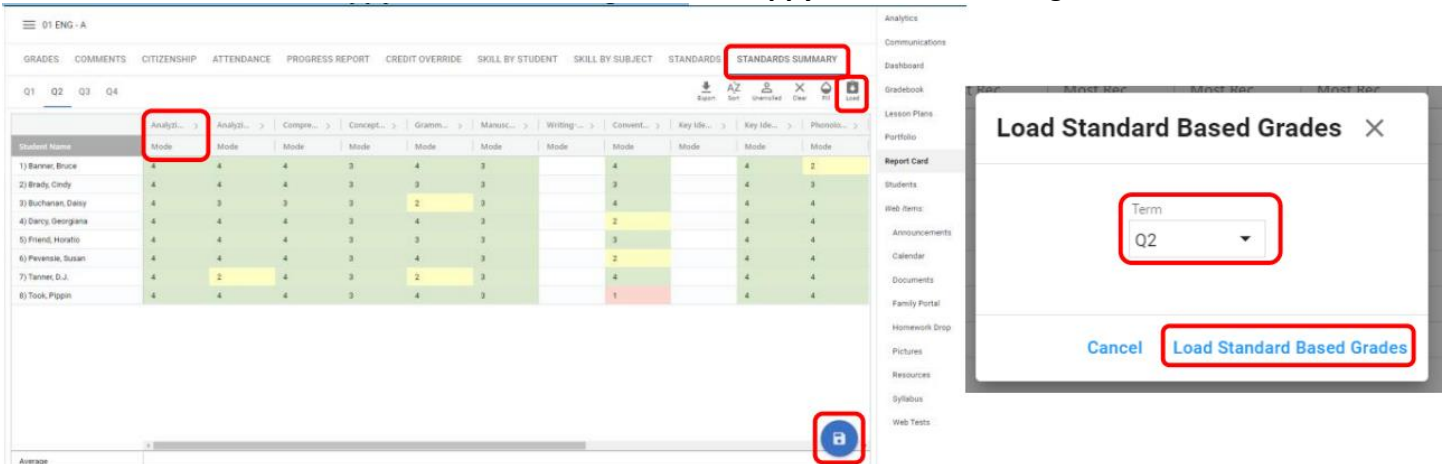
2. From Report Card > Select **Summary Standards** tab, select Load icon in top right. Confirm Term and select **Load Standard Based Grades**. Select **Blue Floppy Disc icon** to save grades.

3. To Overwrite Summary (Essential) Standard grade from **Standards Summary** screen once grades loaded > Locate Essential Standard to overwrite > In column with **Mode** heading, type new/overwritten grade for each student > Repeat for any other grade needed > Select **Blue Floppy Disc** icon to save grades