For proper functionality, the following steps MUST be completed in order for EACH section PRIOR to creating the first assignment.

1. Set Grade Calc Options
2. Create Categories
3. Use Category Copier, if desired to add the same categories to different sections
4. Begin to add assignments

Settings

Grade Book Setup
Curriculum List
Assignment Marks
Categories
Filter Defaults
Grade Calc Options
Grading Scales

Grade Book Tools
Assignment Copier
Category Copier
Multi-Post Grades

Other
Help
Web Site Address

Preferences
Display Sparkline Graph	☐
Pass/Fail Coloring for Grades	☑
Pass/Fail Coloring for Scores	☐
Save Alert	☐

1. **Grade Calc Options**
Use Proficiency Estimate (Rubrics) and Power Law

2. **Create Categories**

Standards

Term/Standards: Show All

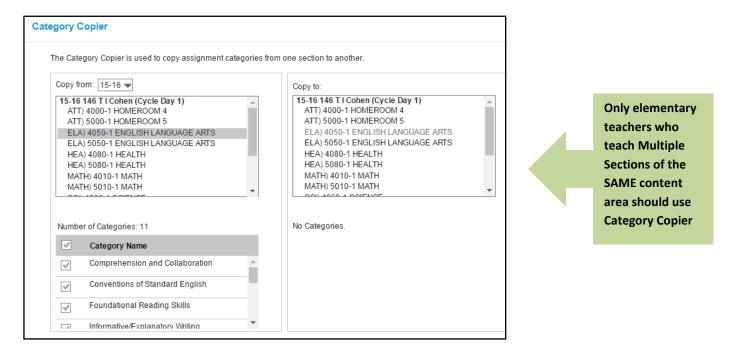| Term	Standard	Composite	Calculation
All	All		Type: Proficiency Estimate (Rubrics) ▼
			*Method: Power Law ▼

Power Law

The Power Law calculation approximates a student's proficiency by taking their scores and determining a trend line through a linear regression. This is widely used to calculate final scores in standard-based grading.

Category Detail

*Name

*Weight
0.0

Sequence
0

☐ Exclude from Calculation

☐ Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

Teachers	Section	Term	☐
H	4050-1 ENGLISH LANGUAGE ARTS	T1, T2, T3	☐

Select which Standards will use this category

Abbr	Standards	☐
RDG 4.1	Reading Literature	☐
RDG 4.2	Reading Informational	☐

1. Create a Category for **EACH** standard with the **SAME** name as the standard
2. Weight – no impact for Standards based grading
3. Place the Category in all terms
4. Attach Category to the corresponding Standard **ONLY**

3. <u>Category Copier</u>

4. <u>Adding Assignments</u>

At the top of the grade book, you will see three drop down menus. The first drop down shows the Term selected. For the first term, select **T1**; **T2** for Term 2 etc.
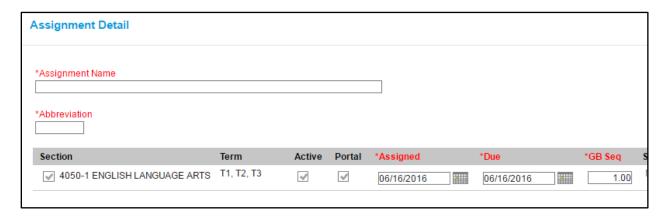

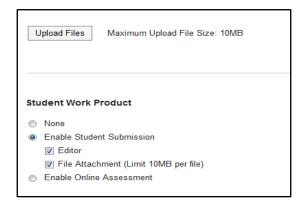The second drop down area indicates Period, Course, and Section information.

The third drop down lists all the Standards associated to the Section.

Click the **ADD** button or go to **Curriculum List** to add a new assignment. **Red fields** indicate the MINIMUM REQUIRED details to create a new assignment. Enter the Assignment Name and Abbreviation (5 character max). Check the boxes next to the section to place the assignment within the section(s).
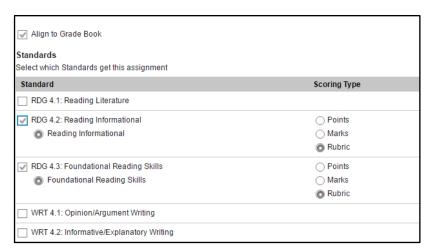
Assignment Detail

*Assignment Name

*Abbreviation

Section	Term	Active	Portal	*Assigned	*Due	*GB Seq	S
☑ 4050-1 ENGLISH LANGUAGE ARTS	T1, T2, T3	☑	☑	06/16/2016	06/16/2016	1.00	

Teachers have the ability to attach files to an assignment and to allow students to submit assignments by enabling Student Submission.

Upload Files   Maximum Upload File Size: 10MB

Student Work Product

○ None
◉ Enable Student Submission
  ☑ Editor
  ☑ File Attachment (Limit 10MB per file)
○ Enable Online Assessment

Attach the Assignment to the appropriate Standard by checking the box to the left of the Standard and add the assignment to the corresponding Category

Note: One assignment can be attached to multiple standards, if appropriate

Select the Scoring Type of Rubric.

☑ Align to Grade Book

Standards
Select which Standards get this assignment

Standard	Scoring Type
☐ RDG 4.1: Reading Literature	
☑ RDG 4.2: Reading Informational	○ Points
◉ Reading Informational	○ Marks
	◉ Rubric
☑ RDG 4.3: Foundational Reading Skills	○ Points
◉ Foundational Reading Skills	○ Marks
	◉ Rubric
☐ WRT 4.1: Opinion/Argument Writing	
☐ WRT 4.2: Informative/Explanatory Writing	

You are now ready to Score the assignment and/or create another New Assignment

Delete	Print	Copy	New Assignment	Score	Save	Close