



# Gradebook – Grade Reporting (Load from Gradebook)

March 10, 2017

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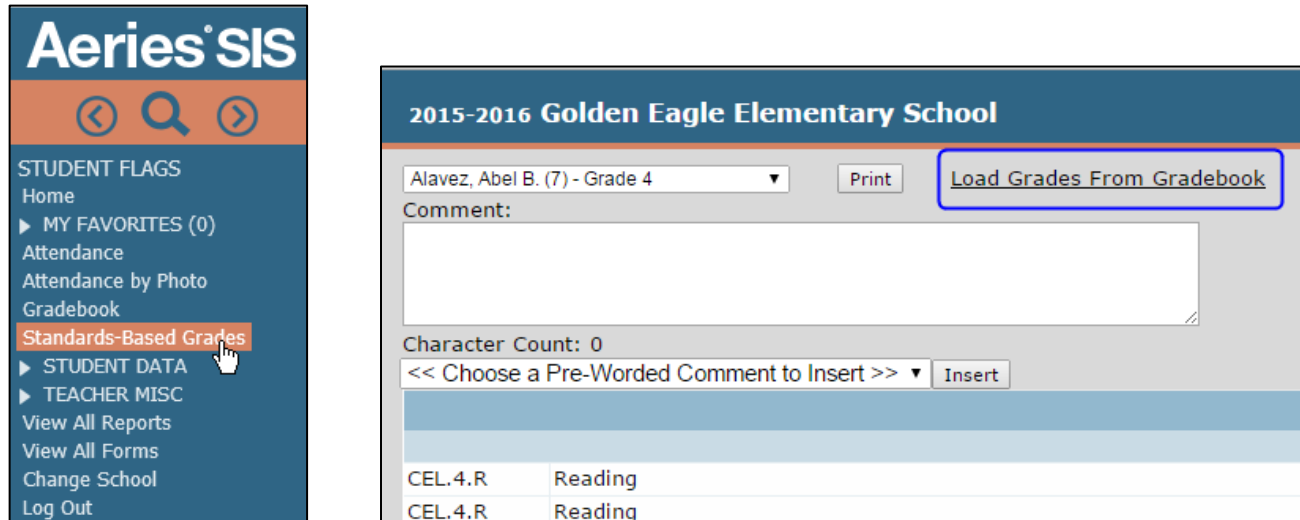
1. Elementary Non-Rubric Gradebooks
2. Elementary Rubric Gradebooks
3. Secondary Gradebooks (GRD)
4. Secondary Gradebooks – Standards Aligned (GRS)

## GRADE REPORTING - LOAD FROM GRADEBOOK

During grade reporting periods, the assignment scores can be calculated from the Gradebook and transferred over to the student's grades. Gradebook assignments must be linked to standards.

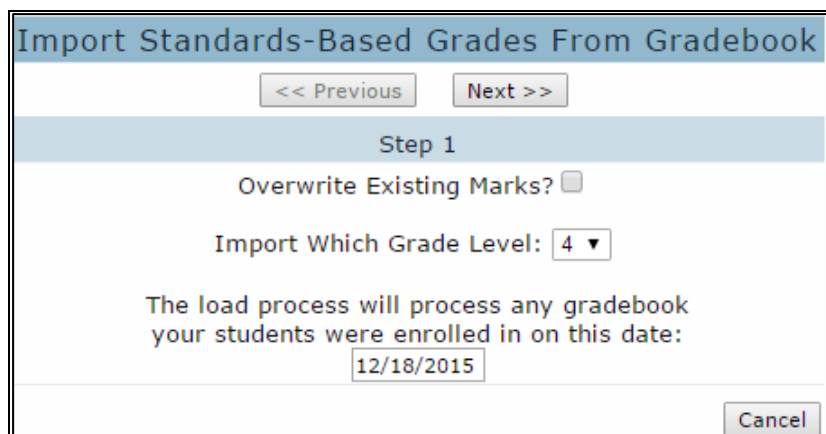
### *Elementary Non-Rubric Gradebooks*

A [Load Grades from Gradebook](#) link will be available on the **Standards Based Grades** page for elementary schools.



### **Step 1**

The following page will display after clicking on the **Load Grades from Gradebook** link on the Teachers **Standards Based Grades** page.



Below are the options for **Step 1**.

- **Overwrite Existing Marks** if not selected, only blanks marks will be updated. If loading after marks have been added to the report card, this option must be selected.
- **Import Which Grade Level:** select the grade from the dropdown

- **The load process will process any gradebook your students were enrolled on this date:** date defaults from the Term table

## Step 2

**Step 2** will display with current gradebooks and gradebooks of other teachers for the students. Select the gradebooks to load. Click the mouse on the **Next** button.

Choose the Gradebook(s) from Which to Load. Rubric Gradebooks must be loaded separately from Non-Rubric Gradebooks. Click on the **Next** button to continue.

Include?	Gradebook	Is Rubric?	Teacher
<input type="checkbox"/>	ELA (Rubric) - Trimester 2	Yes	Enos
<input checked="" type="checkbox"/>	Math - Trimester 2	No	Enos
<input checked="" type="checkbox"/>	Social Studies (Goode's Class) - Trimester 2	No	Enos
<input checked="" type="checkbox"/>	Social Studies (My Class) - Trimester 2	No	Enos
<input type="checkbox"/>	Work Habits / Behavior (Rubric) - Trimester 2	Yes	Enos
<input checked="" type="checkbox"/>	Science (Enos' Class) - Trimester 2	No	Goode

## Step 3

**Step 3** provides the following options for the Non-Rubric Gradebooks selected on **Step 2**.

Load Grades Using Traditional Grading  
*(Includes Summative AND Formative Assignments)*

Load Grades Using Trend Analysis and/or Average  
*(Includes ONLY Summative Assignments)*

- **Load Grades Using Traditional Grading (Includes Summative AND Formative Assignments)** This option loads the averages from the percentage or the average of the score for Rubric gradebooks
- **Load Grades Using Trend Analysis and/or Average (Includes ONLY Summative Assignments)** This option loads Summative only assignments and displays the Minimum, Maximum, Trend and Average scores on **Step 5**. Any of the scores can be selected and loaded into the report card.

Click on the **Next** button to continue.

## Step 4

**Step 4** will display with **Marks** to be calculated from the Gradebook scores and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button. Each mark used on the report card must be defined.

Import Standards-Based Grades From Gradebook

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Step 4

Use percentages for High and Low values  
(100, 95, 87, 62.5, etc...)

Type 1 - Achievement

Mark	Low %	High %
O	90.00	100.00
S	75.00	89.00
N	26.00	74.00
U	0.00	25.00

Gradebooks loaded with the **Trend Analysis** option on **Step 3** will display the following page for **Step 4**. A dropdown is available to select the **Default Grade Analysis Method to Use**. This option will display the selected method as the default grade but can be changed in **Step 5**.

Import Standards-Based Grades From Gradebook

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Step 4

Please Select a Default Grade Analysis Method to Use: Trend (Linear Regression Analysis) ▼

Use percentages for High and Low values  
(100, 95, 87, 62.5, etc...)

Type 1 - Achievement

Mark	Low Rubric	High Rubric
O	90.00	100.00
S	75.00	89.00

This step has a **Reset to Default** button. Clicking on this button will replace the existing range of values with the District defined values.

Import Standards-Based Grades From Gradebook

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Step 4

Reset to Default

Use percentages for High and Low values  
(100, 95, 87, 62.5, etc...)

Type 1 - Achievement

Mark	Low %	High %
------	-------	--------

## Step 5

**Step 5** will now display the students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Import Grades** button. Below is an example of the **Traditional Grading** option selected on **Step 3**.

Import Standards-Based Grades From Gradebook						
				<input style="border: none;" type="button" value=" &lt;&lt; Previous "/> <input style="border: none;" type="button" value=" Import Grades "/>		
Step 5						
Results						
Aadasian, Ruben P. (2) - Grade 2						
Standard	Description		Reading - Year	Overall %	Mark	
1009	LANGUAGE ARTS	Achievement	75.00%	75.00%	S	
1009	LANGUAGE ARTS	Effort	75.00%	75.00%	E	
1010	Decodes and recognizes words		100.00%	100.00%	4	
1011	Develops vocabulary and concepts					
1012	Reads aloud with fluency, accuracy, intonation and expression		100.00%	100.00%	4	

**Step 5** with the **Trend Analysis** option selected on **Step 3**, will now display the students with four values available: **Min**, **Max**, **Trend** and **Avg** for each standard linked to a gradebook assignment. The highlighted score is the default from **Step 4**.

Import Standards-Based Grades From Gradebook							
				<input style="border: none;" type="button" value=" &lt;&lt; Previous "/> <input style="border: none;" type="button" value=" Import Grades "/>			
Step 5							
Results							
Aadasian, Ruben P. (2) - Grade 2							
Standard	Description		Min	Max	Trend	Avg	
1009	LANGUAGE ARTS	Achievement	50 (N)	100 (O)	<b>100 (O)</b>	75 (S)	
1009	LANGUAGE ARTS	Effort	50 (N)	100 (E)	<b>100 (E)</b>	75 (E)	
1010	Decodes and recognizes words				<b>100 (4)</b>		
1011	Develops vocabulary and concepts						
1012	Reads aloud with fluency, accuracy, intonation and expression				<b>100 (4)</b>		
1013	Uses prereading strategies						

Teachers can select different scores for each student and standard by clicking on the scores displayed. The teacher can select the **Min**, **Max**, **Trend** or **Avg** by clicking on the score. It will now highlight and the grade mark will display. The applicable Mark highlighted will load into the report card.

**NOTE:** When using the **Trend Analysis** option selected on **Step 1**, **ONLY Summative Assignments** are included in the **Load from Gradebook** process. **Formative Assignments** are excluded.

To update the marks into the **Standards Based Grades (SBG)** table click the mouse on the **Import Grades** button.

Import Standards-Based Grades From Gradebook	
<input style="border: none;" type="button" value=" &lt;&lt; Previous "/>	<input style="border: 2px solid blue; border-radius: 10px;" type="button" value=" Import Grades "/>
Step 5	
Results	
Aadasian, Ruben P. (2) - Grade 2	

The **Standards Based Grades** screen will now display. All marks calculated above for the students will display on this screen.

Aadasian, Ruben P. (2) - Grade 2 (GTE)  [Load Grades From Gradebook](#) [View By Standard](#) [View Missing Marks](#)

Comment:  Term 1 Comment: Pleasure to have in class. Ruben continues to be an excellent student.

Character Count: 0  
 << Choose a Pre-Worded Comment to Insert >>

**Standards-Based Grades - Second Grade (Gate Program)**

Standard	Grdbk	M1	M2	M3
1009 LANGUAGE ARTS	Achievement		O	S... Satisfactory
1009 LANGUAGE ARTS	Effort		S	E... Excellent
1010 Decodes and recognizes words			4	4... Advanced
1011 Develops vocabulary and concepts			3	
1012 Reads aloud with fluency, accuracy, intonation and expression			4-	4... Advanced

### Elementary Rubric Gradebooks

**Steps 1** through **Step 3** are the same as above. **Step 4** will now display the Overall Mark. The Standard Grade is now calculated using **Trend Analysis** to find the grade on a standard, then averages the "sibling standards" together to determine the grade for the "parent standard". This process is repeated until it reaches the assessed standard.

**Import Standards-Based Grades From Gradebook**

Step 4  
Results

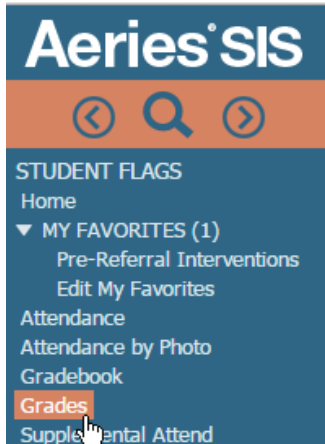
Aadasian, Ruben P. (2) - Grade 2

Standard	Description	Overall
1009 LANGUAGE ARTS	Achievement	4 (O)
1009 LANGUAGE ARTS	Effort	4 (E)
1010 Decodes and recognizes words		
1011 Develops vocabulary and concepts		4 (4)
1012 Reads aloud with fluency, accuracy, intonation and expression		

To update the marks into the **Standards Based Grades (SBG)** table click the mouse on the **Import Grades** button.

## Secondary Gradebooks (GRD)

A [Load Grades from Gradebook](#) link also will be available on the **Grades** page for secondary schools.



2015-2016 Screaming Eagle High School													
Current Date Range for Grade Posting: 08/20/2014 ~ 06/21/2009													
Period: 1 ▼ Edit All Records Load Grades From Gradebook													
Grades by Teacher/Multiple Marks													
Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B		5.00	O		1	0	E-
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	A-		5.00	O		4	0	A-
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-		5.00	O		0	0	E-

### Step 1

The following screen will display. On **Step 1** click the mouse on the **drop down** and select the period.

### Import Grades From Gradebook

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Step 1

Overwrite Existing Marks?

Period: 1 ▼

*Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.*

- For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.
- For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.

The following notes will display:

*Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.*

- *For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.*
- *For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.*

Click the mouse on the **Next** button to continue.

## Step 2

**Step 2** will display a dropdown of the teacher's gradebooks. Enter the **Assignment Range** and **% of Overall Mark** for each gradebook you wish to calculate. If the gradebook option of "**Filter Assignments by**" Assignment **Due Date** is turned on, the gradebook date ranges will display. Click the mouse on the **Next** button.

Gradebook	Start Date	End Date	Assignment Range	% of Overall Mark
1 - IBHstAm2/HEcCv - Fall	8/4/2015	1/30/2016	08/04/2015 - 08/28/2016	100

### NOTES:

- A single gradebook can be loaded with multiple assignment or date ranges and different **%s of Overall Mark**
  - EX: loading the Final Test assignment with a different **% of Overall Mark** from the rest of the gradebook
- If loading multiple gradebooks for the same period, load with each **% of Overall Mark** totaling 100.
  - EX: to load 2 separate gradebooks enter 50% in the **% of Overall Mark** field so that the total for both gradebooks equals 100%

## Step 3

**Step 3** will display with **Marks** to be calculated and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

Mark	Low %	High %
A+	98.00	100.00
A	93.00	97.99
A-	90.00	92.99
B+	87.00	89.99



## Step 4

**Step 4** will now display the students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Import Grades** button.

Import Grades From Gradebook					
		<input style="border: 1px solid black;" type="button" value=" &lt;&lt; Previous "/> <input style="border: 1px solid black;" type="button" value=" Import Grades "/>			
Step 4					
Results					
Stu#	Name	IBHstAm2/HEcCv Pd 1 Fall		Overall %	Mark
156	Baca, Jason	75.99%		75.99%	C
318	Brown, Gloria	80.09%		80.09%	B-
371	Calucag, Thais	71.78%		71.78%	C-
723	Elhadary, Brian	79.36%		79.36%	C+

The **Grades** screen will now display. All marks calculated above for the students will display on this screen.

2012-2013 Screaming Eagle High School															My Options
Period: 1		<input style="border: 1px solid black;" type="button" value=" Edit All Records "/>		<input style="border: 1px solid black;" type="button" value=" Load Grades From Gradebook "/>		Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013									
Grades by Teacher/Multiple Marks															
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.00	O		1	0	E- Pleasure To Have In Class A- Excellent Student
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.00	O		4	0	C- Conscientious And Cooperative E- Pleasure To Have In Class
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.00	O		0	0	C- Conscientious And Cooperative E- Pleasure To Have In Class
723	Elhadary, Brian	12	IBHstAm2/HEcCv	A	B+	C+				5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class

## Secondary Gradebooks - Standards Aligned (GRS)

The **Standards Based Grade Reporting for Secondary Schools** allow schools to define which standards are linked to a course and then identify which of those standards should display on the report card. During the grade reporting period teachers can enter grades for each standard as well as an overall grade for the course. A **Load Grades from Gradebook** process is available to teachers.

Detailed documentation including the setup is included in the link below:

[Standard Based Grade Reporting for Secondary Schools.pdf](#)

## Step 1

For schools using Standard Based Grading in Secondary schools, **Step 1** will display with an additional option to **Load Grades for Standards**:

**Step 1**

Overwrite Existing Marks?

Period: 2 ▼

Load Overall Grade

*The load process will load Overall Grade into the Grade table. Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.*

- For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.
- For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.

Load Grades for Standards

*The load process will load Standard Grade into the Secondary Standards Based Grades table. Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.*

- For Rubric Gradebooks - the Standard Grade is calculated using Trend Analysis to find the grade on a standard, then averages the sibling standards together to determine the grade for the parent. This process is repeated until it reaches the accessed standard.
- For Non-Rubric Gradebook - the Standard Grade can be the Minimum, Maximum or Trend score of all the applied scores.

Teachers will need to load for the Overall Grade (GRD) and also for the Standards (GRS).

## Step 2

**Step 2** will display a dropdown of the teachers gradebooks. Enter the **Assignment Range** and **% of Overall Mark** for each gradebook you wish to calculate. If the gradebook option of **"Filter Assignments by"** Assignment **Due Date** is turned on, the gradebook date ranges will display. Click the mouse on the **Next** button.

**Step 2**

*Assign the percentage from each gradebook for Overall Mark (Non-Rubric gradebooks only)*  
*You cannot mix Rubric gradebooks and Non-Rubric gradebooks in the same load.*

Gradebook	Start Date	End Date	Assignment Range	% of Overall Mark
2 - Mod History - Year ▼	8/12/2015	6/2/2016	08/12/2015 - 06/02/2016	Rubric
▼				
▼				

### Step 3

**Step 3** will display with **Marks** to be calculated and loaded for the Secondary Standard Based Report card. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

Define the range of Rubric Values for Each Mark (5.0, 4.5, 3.7, 1.9, etc...)		
<b>Standard Mark Type 1 - Progress Toward Standards</b>		
Mark	Low %	High %
4	3.75	4.00
3	3.00	3.74
2	2.00	2.99
1	1.00	1.99
<b>Standard Mark Type 4 - Check Mark</b>		
Mark	Low %	High %
X	0.00	4.00
<b>Standard Mark Type 5 - Other Comment Graded 1-5</b>		
Mark	Low %	High %
5	5.00	5.00
4	4.00	4.00
3	3.00	3.00

### Step 4

**Step 4** will now display the Overall Mark. The Standard Grade is now calculated using **Trend Analysis** to find the grade on a standard, then averages the "sibling standards" together to determine the grade for the "parent standard". This process is repeated until it reaches the assessed standard. To update the marks into grades click the mouse on the **Import Grades** button.

Import Grades From Gradebook				
Step 4				
Results				
Stu#	Name	47101	47603	47702
		1.1 Study strengths	6.3 Understand level	7.2 Study roles of p 8.5
8097	Abbott, Jane	4.0	3.0	
		4 #1 1.1 Study strengths/	2 #7 AN 7	
			3 #8 AN 8	
8026	Lopez, Randy	1.0	4.0	
		1 #1 1.1 Study strengths/	4 #7 AN 7	
			2 #8 AN 8	

The **Grades** page will now display marks entered into each standard.

2015-2016 Eagle Middle School				
Current Date Range for Grade Posting: 11/04/2015 - 03/01/2016				
Period: 2   Edit All Records   Load Grades From Gradebook				
Grades by Teacher/Multiple Marks				
Stu#	Student Name	Grd	Course	1st Prg
8097	Abbott, Jane	7	Modern History	3
			<u>Edit</u> Standard	
			47101 1.1 Study strengths /contributions of Rome; intern...	4
			47603 6.3 Understand development of feudalism and its ef...	3

The report card will pull the data from the **Secondary Standards Based Grades (GRS)** table. Below is an example of the report card.

<p><b>Eagle Middle School</b>          1000 Eagle Drive          Eagle Point, CA 92888          (999) 123-4566          Tomas Smith, Principal</p>	<p><b>Eagle District</b>           1st Trimester Progress Report</p>																			
<p>M/M JOHN DOE          RE: JANE ABBOTT          123 EAGLE POINT WAY          EAGLE POINT, CA 92888</p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Proficiency Levels</th> </tr> </thead> <tbody> <tr> <td>4 = Exceeds Standard</td> </tr> <tr> <td>3 = Meets Standard</td> </tr> <tr> <td>2 = Approaching Standard</td> </tr> <tr> <td>1 = Below Standard</td> </tr> </tbody> </table>	Proficiency Levels	4 = Exceeds Standard	3 = Meets Standard	2 = Approaching Standard	1 = Below Standard	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Scholarship Marks</th> </tr> </thead> <tbody> <tr> <td>4 = Exceeds Standards</td> </tr> <tr> <td>3 = Meets Standard</td> </tr> <tr> <td>2 = Approaching Standard</td> </tr> <tr> <td>1 = Below Standard</td> </tr> </tbody> </table>	Scholarship Marks	4 = Exceeds Standards	3 = Meets Standard	2 = Approaching Standard	1 = Below Standard	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Citizenship/Work-Habits Marks</th> </tr> </thead> <tbody> <tr> <td>N = Needs Improvement</td> </tr> <tr> <td>O = Outstanding</td> </tr> <tr> <td>S = Satisfactory</td> </tr> <tr> <td>U = Unsatisfactory</td> </tr> </tbody> </table>	Citizenship/Work-Habits Marks	N = Needs Improvement	O = Outstanding	S = Satisfactory	U = Unsatisfactory			
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