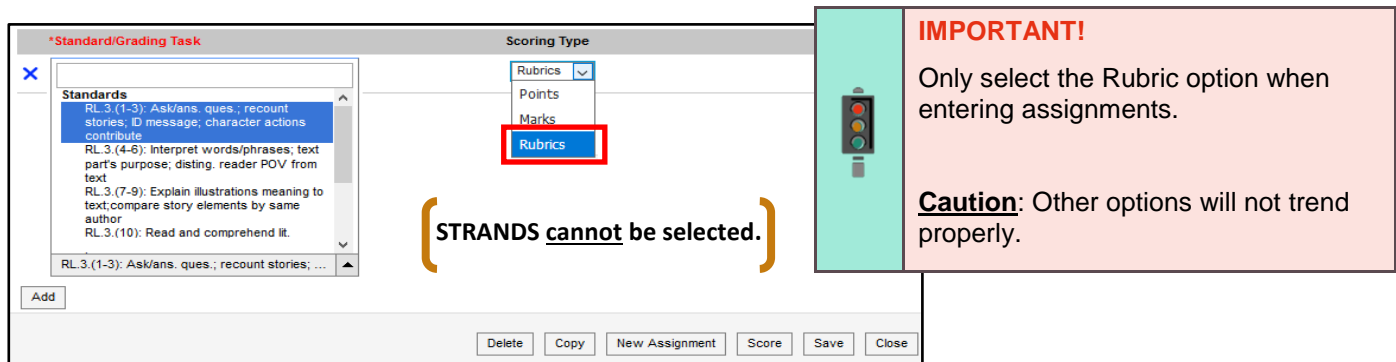


Transitioning from Traditional Grading to SBRC Grading

This guide identifies the shifts in grade book procedures when a school moves from traditional grade reporting to standards-based reporting (SBRC). For complete guidance on setting up the SBRC grade book, visit training.ccsd.net and select Grade Book.

Adding an Assignment

In standards-based reporting, assignments are based on scoring rubrics. Select the appropriate category, standard cluster(s), and then select Rubric under the scoring type.

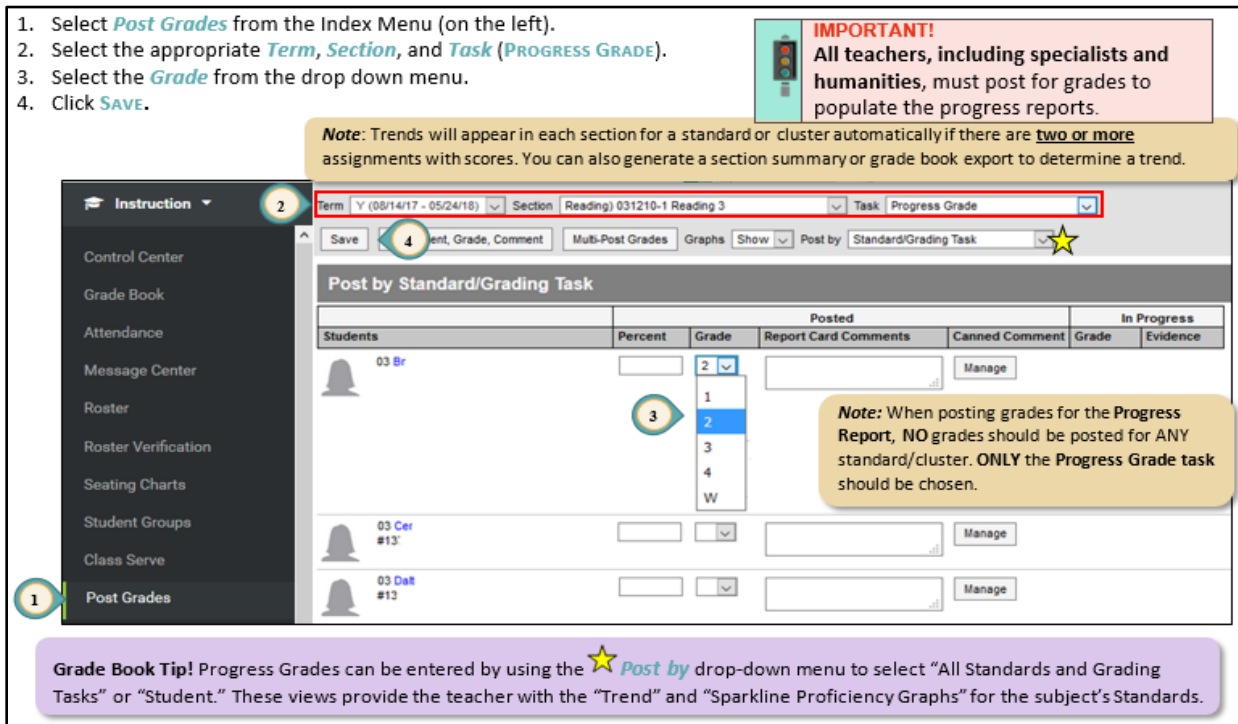


IMPORTANT! Only select the Rubric option when entering assignments. **Caution:** Other options will not trend properly.

Please see pages 8-9 of the **Grade Book SBRC Elementary Guide** for more detailed instructions on adding an assignment.

Posting Progress Grades

In standards-based reporting, teachers must actively determine grades by analyzing score trends for each student in each standard/cluster. Grades will not auto populate by using the orange **Post** link in the grade book.



1. Select **Post Grades** from the Index Menu (on the left).
2. Select the appropriate **Term, Section, and Task (PROGRESS GRADE)**.
3. Select the **Grade** from the drop down menu.
4. Click **SAVE**.

IMPORTANT! All teachers, including specialists and humanities, must post for grades to populate the progress reports.

Note: Trends will appear in each section for a standard or cluster automatically if there are **two or more** assignments with scores. You can also generate a section summary or grade book export to determine a trend.

Note: When posting grades for the Progress Report, **NO** grades should be posted for ANY standard/cluster. **ONLY** the Progress Grade task should be chosen.

Grade Book Tip! Progress Grades can be entered by using the **Post by** drop-down menu to select "All Standards and Grading Tasks" or "Student." These views provide the teacher with the "Trend" and "Sparkline Proficiency Graphs" for the subject's Standards.

Posting Grades for Report Cards

Grades will **not** auto populate. Determine grades by analyzing trends. Posting grades for report cards will be done at set times throughout the year. You will be given the dates when all grades must be finalized and posted. Report cards can be printed by the administration or by the classroom teacher.

1. Select **Post Grades** from the Index Menu (on the left).
2. Select the appropriate **Term**, **Section**, and **Task** (Strand and Current Semester).
3. Select the **Grade** from the drop down menu.
4. Grades **ARE NOT** entered for standards/clusters (sub-standards).
5. Click **SAVE**.

Note: Trends will appear in each section for a standard or cluster automatically if there are **two or more** assignments with scores. You can also generate a section summary or grade book export to determine a trend.

The screenshot shows the 'Post Grades' interface. On the left, a sidebar menu has 'Post Grades' selected (1). The top navigation bar shows filters for Term (Y 05/14/17 - 05/24/18) (2), Section (Reading) 031210-1 Reading 3, and Task (RL.3- Reading Literature) (2). Below the filters, there are buttons for 'Save' (5), 'Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and 'Post by' (Standard/Grading Task). The main area is titled 'Post by Standard/Grading Task' and contains a table with columns for 'Students', 'Percent', 'Grade', 'Posted', 'Report Card Comments', 'Canned Comment', 'Grade', and 'Evidence'. A student with ID 03 B# #13 is shown. A dropdown menu for 'Grade' is open, showing options 1, 2, 3, 4, and 5 (3). The 'Sub-Standards for Reading Literature' section is visible, with a green scribble covering the 'Grade' and 'Evidence' columns for several standards. A red box highlights the 'Grade' column for the student (4).

Grade Book Tips!

1. When the Task is set to enter the grade for a required Strand/Domain, **In Progress** data is displayed. The **Grade** (Trend) and the **Evidence** (Sparkline Proficiency Graphs) can be used to make grading judgements.
2. When the Task is set for entering the Semester 1 or 2 grade, by selecting from the **Post By** drop-down menu **All Standards and Grading Tasks** or **Student**, the **In Progress** data will display so that the **Trend** and **Sparkline Proficiency Graphs** for the subject's Standards can be used to make grading judgements.

Please see pages 14-17 of the **Grade Book SBRC Elementary Guide** for more detailed instructions on posting to progress and posting for report cards.

Specialists and Kindergarten Teachers

All teachers at SBRC schools report out using a Rubric score of 4-1 to communicate mastery of strands and content areas. Grade Calc Options are preset by the District and no action is required by the teacher.

Resources

All Grade Book guides can be found at training.ccsd.net by selecting Grade Book. Questions can be directed to Help Gradebook via Gmail or by submitting a Quick-IT.