

High Schools - Teachers' Gradebook Setup

Please use the following steps to setup gradebooks for Semester 1; Semester 2 setup will be similar by changing the term values to Semester 2.

In MISstar-Q:

1. Click on Menu, then Marks then Gradebook
2. Click Find to select a class (Ex. Language Arts 5)
3. Choose Setup
4. Click Preferences and choose the following options. Teachers may Check or Uncheck these preferences as desired.
5. Click Submit to save the changes.

The screenshot displays the 'Setup Areas' interface for the 'Setup' tab. The 'Preferences' section is active, showing 'Teacher Preferences' with a list of checkboxes and two dropdown menus. The 'Updates Pending' status is visible at the top of the preferences area.

Setup Areas | Roster | Spreadsheet | by Student | by Task | Calc/Post | **Setup**

Setup Areas | **Preferences** | **Updates Pending**

Teacher Preferences

- Calculate grades using tasks due on or before current date.
- Display point totals with calculated grades.
- Display only currently active students in rosters.
- Include students enrolled as Teacher Assistants (TA) in rosters.
- Edit assignment scores on Spreadsheet Tab.
- Default assignment comments to 'Shared' (Student Profile and ParentConnect).
- Sort assignments descending by due date.
- Re-calculate Standard Marks (if they already exist), when you enter or change Points for an Assignment.

Semester 1 High ▼ When launching Gradebook, default selected term to this value.

Spreadsheet ▼ When launching Gradebook, open this tab.

Select Tabs you want to Hide

- Roster
- Spreadsheet
- by Student
- by Task
- Standards by Student
- Tasks by Standard

6. Starting with this step, please review that each class has the following 3 Setup areas completed prior to entering assignments in the gradebook. The 3 Setup areas are (**Options, Categories and Grading Scale**).

You can choose to setup the classes individually or apply the settings to other classes as they show at the right of the screen:

a. Options:

611050-1 | Language Arts 5 | S1H | 1 | Staff A, Dearborn | 0 | 0

Find Class 1 of 1

Roster | Spreadsheet | by Student | by Task | Calc/Post | Setup

Setup Areas [Reset] [Submit]

Preferences

Options

Categories

Grading Scale

Scoring Options

Groups

Assignments

Copy Setup

Configuration

Assignment Results Displayed and Entered As

- Numeric Score Values
- Grade Values

Calculate Student Grades Using

- Point Calculation Method
- Percentage Calculation Method

Default Mark Type: Academic

Missing Assignment Scores

- Count As Zero In Grade Calculations
- Are Not Counted In Grade Calculations

Assignment Publishing (Profile, ParentConnection)

- Do Not Share Assignment Information
- Share Assignment Information With Those Permitted Access

- Do Not Display Calculated Gradebook Mark
- Display Current Calculated Gradebook Mark

- Do Not Display Calculated Gradebook Mark Percentage
- Display Current Calculated Gradebook Mark Percentage

Calculated Marking Term To Display: Semester 1 High

- Do Not Display Assignment Class Average
- Display Assignment Class Averages

- Do Not Display Assignment Percentage Value
- Display Assignment Percentage Value

| | Term | Pd | CrS-Sect | Course Title |
|-------------------------------------|------|----|----------|--------------|
| <input checked="" type="checkbox"/> | S1H | 1 | 611050-1 | Language Ar |

Teachers can change the Missing Assignments options as desired

Teachers can change the Display options as desired

b. Categories:

Please add the categories and click Submit.

Summative (80% or a weight of 4 as $4/5=80\%$)

Formative (20% or a weight of 1 as $1/5=20\%$)

| Crs-Sect | Course Title | Term | Period | Teacher | Room | Max | Enrl |
|----------|-----------------|------|--------|-------------------|------|-----|------|
| 611050-1 | Language Arts 5 | S1H | 1 | Staff A, Dearborn | | 0 | 0 |

Navigation: Class 1 of 1

Buttons: Roster | Spreadsheet | by Student | by Task | Calc/Post | Setup

Setup Areas:

Preferences

Options

Categories

| | Seq | Description | Mark Type | Weight | % of Grade |
|-------------------------------------|-----|-------------|-----------|--------|------------|
| <input checked="" type="checkbox"/> | 1 | Summative | Academic | 4.00 | 80.00% |
| <input checked="" type="checkbox"/> | 2 | Formative | Academic | 1.00 | 20.00% |

Grading Scale

Scoring Options

Groups

Assignments

Copy Setup

Configuration

c. Grading Scale:

Please configure as desired; additional information is provided at the top of this screen in the setup area

611050-1 Language Arts 5 S1H 1 Staff A, Dearborn 0 0

Class 1 of 1

Roster Spreadsheet by Student by Task Calc/Post Setup

Setup Areas Cancel Reset Submit

Please configure the grading scale as desired. Select the classes to apply the scale to on the right. When submitted, the grading scale will be applied to all selected classes, replacing any grading scale previously existing. Leaving a Minimum Percent value blank (empty) will omit that mark from the class grading scale. One mark must have a Minimum Percent value of 0.

Adding Default Scale

Scale Name:

| Mark | Min Pct | Color |
|------|----------------------|----------------------------|
| A | <input type="text"/> | <input type="checkbox"/> ▼ |
| A- | <input type="text"/> | <input type="checkbox"/> ▼ |
| B+ | <input type="text"/> | <input type="checkbox"/> ▼ |
| B | <input type="text"/> | <input type="checkbox"/> ▼ |
| B- | <input type="text"/> | <input type="checkbox"/> ▼ |
| C+ | <input type="text"/> | <input type="checkbox"/> ▼ |
| C | <input type="text"/> | <input type="checkbox"/> ▼ |
| C- | <input type="text"/> | <input type="checkbox"/> ▼ |
| D+ | <input type="text"/> | <input type="checkbox"/> ▼ |
| D | <input type="text"/> | <input type="checkbox"/> ▼ |
| D- | <input type="text"/> | <input type="checkbox"/> ▼ |
| E | <input type="text"/> | <input type="checkbox"/> ▼ |
| M | <input type="text"/> | <input type="checkbox"/> ▼ |
| R | <input type="text"/> | <input type="checkbox"/> ▼ |
| W | <input type="text"/> | <input type="checkbox"/> ▼ |
| U | <input type="text"/> | <input type="checkbox"/> ▼ |
| S | <input type="text"/> | <input type="checkbox"/> ▼ |
| I | <input type="text"/> | <input type="checkbox"/> ▼ |
| H | <input type="text"/> | <input type="checkbox"/> ▼ |
| G | <input type="text"/> | <input type="checkbox"/> ▼ |

| <input type="checkbox"/> | Term | Pd | Crs-Sect | Apply Grading Scale To | Course Title |
|-------------------------------------|------|----|----------|------------------------|-----------------|
| <input checked="" type="checkbox"/> | S1H | 1 | 611050-1 | | Language Arts 5 |