

Middle Schools - Teachers' Gradebook Setup

Please use the following steps to setup gradebooks for Semester or Year long classes; following is an example of the setup for a Semester 1 class.

In MStar-Q:

1. Click on Menu, then Marks then Gradebook
2. Click Find to select a class (Ex. Language Arts)
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.

Roster Spreadsheet by Student by Task Calc/Post Setup

Setup Areas **Reset** **Submit** **Updates Pending**

Preferences

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.

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

Teachers can change the selected term to display the current marking period such as Marking Period 1 for example; this value can be changed every marking period

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:

The screenshot shows the 'Setup Areas' interface with a sidebar on the left containing menu items: Preferences, Options, Categories, Grading Scale, Scoring Options, Groups, Assignments, Copy Setup, and Configuration. The main content area is divided into several sections:

- Assignment Results Displayed and Entered As:** Radio buttons for 'Numeric Score Values' (selected) and 'Grade Values'.
- Calculate Student Grades Using:** Radio buttons for 'Point Calculation Method' and 'Percentage Calculation Method' (selected). A dropdown menu for 'Default Mark Type' is set to 'Academic'. A callout box points to the question mark icon next to the 'Percentage Calculation Method' radio button, stating: "Teachers can choose either methods; additional information is available by clicking on the ?".
- Missing Assignment Scores:** Radio buttons for 'Count As Zero In Grade Calculations' and 'Are Not Counted In Grade Calculations' (selected). A callout box points to this section, stating: "Teachers can change the Missing Assignments options as desired".
- Assignment Publishing (Profile, ParentConnection):** Radio buttons for 'Do Not Share Assignment Information' and 'Share Assignment Information With Those Permitted Access' (selected). Below this are two more radio button options: 'Do Not Display Calculated Gradebook Mark' and 'Display Current Calculated Gradebook Mark' (selected). A dropdown menu for 'Calculated Marking Term To Display' is set to '1'. A callout box points to this dropdown, stating: "Teachers can change the Marking Term value that displays in ParentPortal such as Marking Period 1 for example; this value can be changed every marking period".
- At the bottom, radio buttons for 'Do Not Display Assignment Class Average' and 'Display Assignment Class Averages' (selected). A callout box points to this section, stating: "Teachers can change the Display options as desired".
- At the bottom of the main content area, there is a table titled 'Apply Class Options To' with columns: Term, Pd, Crs-Sect, and Course Title. The first row is checked and contains 'S1H', '1', and 'Language Ar'.

b. Categories:

Please add the categories and click Submit. One example is to use the following setup similar to high school teachers' setup but this is not required in the middle schools and teachers can setup different categories as needed.

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

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

		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%

c. Grading Scale:

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

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

Setup Areas

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			Language Arts