

Elementary Schools: Opening/Closing the Grading Window

For K-2:

The K-2 grading window will remain open the entire grading period so that standards can be assessed as they are taught. Open the window on the first day of the grading period. Close it on the last day of the grading period (or after all grades are entered) and open the next term grading window on the same day.

Tentative Dates

Trimester	Open the Window	Close the Window
1	08/10/2009	ENDS 11/10/2009 – Close after checking to make sure all grades are in
2	11/11/2009	ENDS 02/19/2009 – Close after checking to make sure all grades are in
3	02/20/2010	ENDS 05/26/2010 – Close after checking to make sure all grades are in

Expand Grading & Standards > Grading Window

Select your school and click NEXT.

The screenshot shows a software interface with a left-hand navigation menu and a main content area. The navigation menu includes categories like 'Technology Work Orders', 'Student Information', 'Instruction', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Grading & Standards', 'Reports', 'Ad Hoc Reporting', 'User Communication', 'System Administration', 'Food Service', 'Messenger', 'Surveys', 'KY State Reporting', 'Account Settings', 'Access Log', and 'Log Off'. The 'Grading & Standards' category is expanded, showing sub-items like 'Course Masters', 'Auto Grade', 'Grading Window', 'Course Catalogs', 'Course Group', 'Credit Groups', 'Grading Tasks', 'Programs', 'Score Groups & Rubrics', and 'Standards Bank'. The main content area is titled 'Select School Year' and 'Select Calendars'. Under 'Select School Year', there is a dropdown menu set to '09-10'. Below that, the 'Select Calendars' section has a list of school names for the '09-10' year, with '09-10 GRAPEVINE ELEMENTARY SC' highlighted. At the bottom of the main content area, there are three buttons: 'Update Active Masks', '< Back', and 'Next >'. The 'Next >' button is highlighted.

Select all the standards by clicking on the first standard, holding down SHIFT key, scrolling down to the bottom and clicking on the last standard. Click NEXT.

Select the Grading Tasks and Standards for which you'd like the Active Mask changed.

Select Grading Tasks

CTRL-click and SHIFT-click for multiple

- Progress Report
- Mid-Term
- Term Grade
- Exam Grade
- Sem Grade
- Final Grade

Select Standards

CTRL-click and SHIFT-click for multiple

- Knows Pledge of Allegiance
- Knows symbols (American Flag, etc.)
- K Social/Work Development
- Follows directions (K)
- Completes assignments on time
- Observes classroom, playground, and school rules
- Controls talking
- Attentive
- Listens without interrupting
- Responsible for personal and classroom materials
- Works independently (K)
- Participates
- Plays/Cooperates well with others (peers and adults)
- Accepts and respects authority
- Respects rights and property of others (hand, feet, and objects to
- Specialty Classes
- Music
- Physical Education
- Library
- Computer Lab
- Arts & Humanities

Update Active Masks

< Back Next >

Select the appropriate term and click UPDATE ACTIVE MASKS.

Select Terms

Choose the Terms that you want to make active for grading.

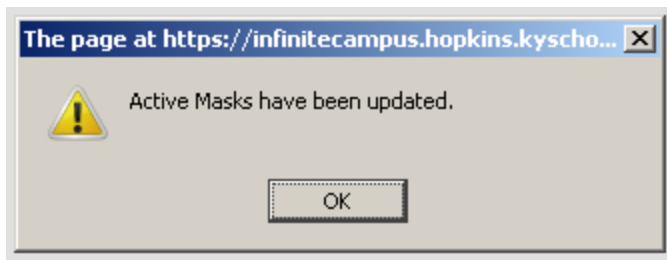
NOTE: To turn off grading, leave all checkboxes unchecked.

NOTE: This overwrites ALL current Active Masks for the calendar(s) and task(s) you've selected.

- Term 1 **NOTE: All of these flags default to being unchecked. The display does not represent the current active mask flags for the calendar(s) and task(s) you've selected.**
- Term 2
- Term 3
- Term 4
- Term 5
- Term 6
- Term 7
- Term 8
- Term 9
- Term 10
- Term 11
- Term 12
- Term 13
- Term 14
- Term 15
- Term 16
- Term 17
- Term 18
- Term 19
- Term 20
- Term 21
- Term 22
- Term 23
- Term 24
- Term 25
- Term 26
- Term 27
- Term 28
- Term 29
- Term 30
- Term 31

Update Active Masks

< Back Next >



FOR GRADES 3-5:

The grading window for Grades 3-5 will be opened about a week before the grading period ends. It will be closed as soon as teachers have entered all grades.

Tentative Dates for OPENING the TERM GRADE

Trimester	Open the Window	Close the Window
1	A week of so before 11/10/2009	ENDS 11/10/2009 – Close after checking to make sure all grades are in
2	A week of so before 02/19/2009	ENDS 02/19/2009 – Close after checking to make sure all grades are in
3	A week of so before 05/26/2010	ENDS 05/26/2010 – Close after checking to make sure all grades are in

Tentative Dates for OPENING the PROGRESS REPORT

Trimester	Open the Window	Close the Window
1	08/10/2009	The same date as you close the TERM GRADE
2	11/11/2009	The same date as you close the TERM GRADE
3	02/20/2010	The same date as you close the TERM GRADE

The same process will be followed; however, the Grading Tasks (rather than standards) will be selected before selecting the term and clicking UPDATE ACTIVE MASKS. Just select the appropriate grading task (PROGRESS REPORT or TERM GRADE) Mid-term stays open the entire term.

