

# Schooltool

## End of the Year

# Grading Checklist

- Enter & Save Marking Period 4 Grades and Comments
- Enter & Save Final Exam Grades
- Verify final grade entries and final average calculations
- Manually calculate & override all student final averages that do not appear (see pg.4)

## Submit MP 4 Grades and Comments (Same process as all other MP's)

1. Open the gradebook for the class and from the drop down menu, select "Submit Marking Period Grades"

1. Copy Grades into the Grade Book by clicking the Blue triangle

2. Mark a student grade Incomplete by selecting from the drop down menu

3. Override a grade by Manually changing it in the Grade box.

4. Be sure to SAVE by clicking the Disk icon on the top right of the grading area.



### NOTE:

- You can continue to Edit/Save report card grades right up until the cut-off date/time. All changes will be overwritten until the cut off.
- Any grades that need to be changed after the report card cut-off date/time need to be changed in Student Services.

## Submit Final Exam Grades

Navigate to the Grades tab for the appropriate class.

From the View drop-down list, select Submit final exam grades.

	Homework #1	Exam 1	Homework #2	Exam 2	Presentation	Short Story Q.		
1	175 [ ]	B [ ]	85 [ ]	[EX]	87 [ ]	81 [ ]		
2	176 [ ]	B [ ]	85 [ ]	78 [ ]	80 [ ]	85 [ ]		
3	175 [ ]	B [ ]	85 [ ]	[EX]	79 [ ]	70 [EX]		
4	177 [ ]	B [ ]	85 [ ]	95 [ ]	81 [ ]	85 [ ]		
5	175 [ ]	B [ ]	85 [ ]	84 [ ]	87 [ ]	85 [ ]		
6	85.31 Claypool, Abigail	90 [ ]	176 [ ]	B [ ]	85 [ ]	[EX]	81 [ ]	
7	0.00 Clerk, David	[ ]	[ ]	Select One [ ]	[ ]	[ ]	[ ]	
8	83.82 Clerk, Nina	74 [ ]	176 [ ]	B [ ]	85 [ ]	91 [ ]	76 [ ]	83 [ ]
9	88.68 Dickson, Brigid	90 [ ]	175 [ ]	B [ ]	85 [ ]	84 [ ]	96 [ ]	94 [ ]

The view will refresh with a list of students and entry fields for their final exam grades.

**Note:** If the Submit final exam grades option does not appear in the drop-down list, then this course has not been set up with a final exam in the Course Catalog.

3. Select the assessment you are entering grades for from the Assessment drop-down list. This list contains all assessments tied to this course. If only one assessment is linked, it will display in the field. If there are multiple finals for this course, select the appropriate assessment from the drop-down field before grading students.

Name	Final	Language
AVERILL, Amanda	<input type="checkbox"/> Absent <input type="checkbox"/> Unscorable <input type="checkbox"/> Exempt <input type="checkbox"/> With Modifications	English

**Note:** If a Regents exam has been tied to this course, a corresponding Administered On drop-down field will appear. Make sure to select the appropriate date/time from this field before saving grade entries.

4. Enter the grade information for each student:
5. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

To verify final exam grades, review the Grades Verification report found in the My Home > Reports tab.

# Check Final Average Calculations

Navigate to the Reports tab from My Home>Reports

The screenshot shows the 'My Home' dashboard. On the left is a vertical navigation menu with items: MY HOME, CURRICULUM MAPS, MY REPORTS, PREFERENCES, STANDARDS, STUDENT VISITS, and BATCH USER DEFINED. The main content area has a top navigation bar with tabs: Classes, Search, Campus, Reports (circled in blue), Actions, Missing Students, and Messages. Below the navigation bar, the user is greeted: 'Welcome, Ashley Zaremba, today is Thursday, May 29, 2014'. A list of school cycles is shown: 'Cycle day 1 in Mott Road Elementary School - Elementary', 'Cycle day 1 in Fayetteville Elementary School - Elementary', 'Cycle day 1 in Enders Road Elementary School - Elementary', 'Cycle day 1 in Eagle Hill Middle School - Middle', 'Cycle day 1 in Wellwood Middle School - Middle', and 'Cycle day 0 in Fayetteville-Manlius High School - High'. There are radio buttons for 'Current' (selected) and 'All'. A 'Take attendance at' section has dropdowns for '02', ':08', and 'PM'. Below this is a table header for 'Classes' with columns: Class, Period, Section, Days, Room, Semester, Team.

Select Grade Verification Report> MP 4> Run Report

The screenshot shows the 'Reports' page. The top navigation bar includes 'HOME', 'ATTENDANCE', 'HELP', and 'LOGOUT'. Below it, the school name 'Wellwood Middle School (Middle) 2013-2014' is displayed. The main navigation bar has tabs: Classes, Search, Campus, Reports (circled in blue), Missing Students, Actions, and Messages. The 'Reports' section is expanded, showing a list of report options: 'Course List Report - List of Students per Course', 'Detailed Homeroom List Report - List of Details per Student per Class', 'Grade Verification Report - List of Students and Grades per Course' (circled in blue), 'My Home/Period Attendance Report', 'Progress Report - Comments per Student per Class for Selected Progress Report Interval', and 'Daily Roster - Roster List per Course and Homeroom for a Selected Day'.

School Level:  Year:   
Marking Period:

On the Report use the page over arrow to continue viewing all class sections.

The screenshot shows the 'Grade Verification Report' page. At the top, there is a toolbar with a search box, a page navigation control showing '1 of 1+' (circled in blue), and a zoom level of '100%'. Below the toolbar, the title 'Grade Verification Report' is centered, followed by the subtitle 'Wellwood Middle School : Middle : 2013-2014'.

**\*Check to make sure students MP 4 grades and final averages are accurate for all sections.**

## Override a Calculated Final Average (NOT a Marking Period Grade)

**Note:** This process should only be used at the end of the final grading period for a course (i.e. end of the first semester for a half-year course, or end of the year for a full-year course). The average override feature should never be used to log or override a marking period grade.

1. Navigate to the Grades tab for the appropriate class.
2. From the View drop-down list, select Override calculated final averages. The view will refresh with a list of students and their current final averages based on schooltool calculations.

	Homework #1	Exam 1	Homework #2	Exam 2	Presentation	Short Story G...
1	175 [ ]	B [ ]	85 [ ]	[EX]	87 [ ]	81 [ ]
2	175 [ ]	B [ ]	85 [ ]	78 [ ]	80 [ ]	85 [ ]
3	175 [ ]	B [ ]	85 [ ]	[EX]	79 [ ]	70 [EX]
4	175 [ ]	B [ ]	85 [ ]	90 [ ]	81 [ ]	85 [ ]
5	175 [ ]	B [ ]	85 [ ]	84 [ ]	87 [ ]	85 [ ]
6	85.31 Claypool, Abigail	90 [ ]	175 [ ]	B [ ]	85 [ ]	81 [ ]
7	0.09 Clark, David	[ ]	[ ]	Select One [ ]	[ ]	[ ]
8	83.52 Clark, Nina	74 [ ]	175 [ ]	B [ ]	85 [ ]	91 [ ]
9	96.88 Diddon, Bridget	90 [ ]	175 [ ]	B [ ]	85 [ ]	94 [ ]

3. Locate the student for whom you will override a grade.

Name	Average Override
AVERTILL, JERMELENA	94
BARNES, GARY	87
BARNES, SARAH	81
BUCKINGHAM, JOEY	84

4. Enter the new grade information for the student:
  - A. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

**Note:** If you wish to remove a grade so that the final average appears blank on the report card, as in the case where the final grade is incomplete, simply remove the numeric grade (do not type a zero) or choose NONE as the alpha grade and save.