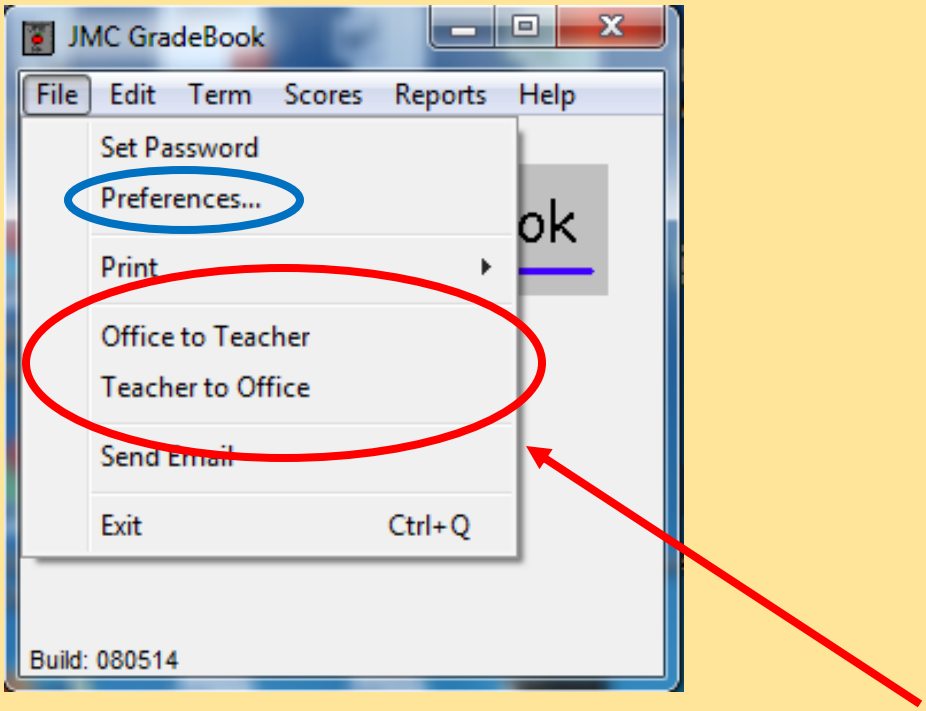
JMC Gradebook

A Brief Tutorial of Screenshots

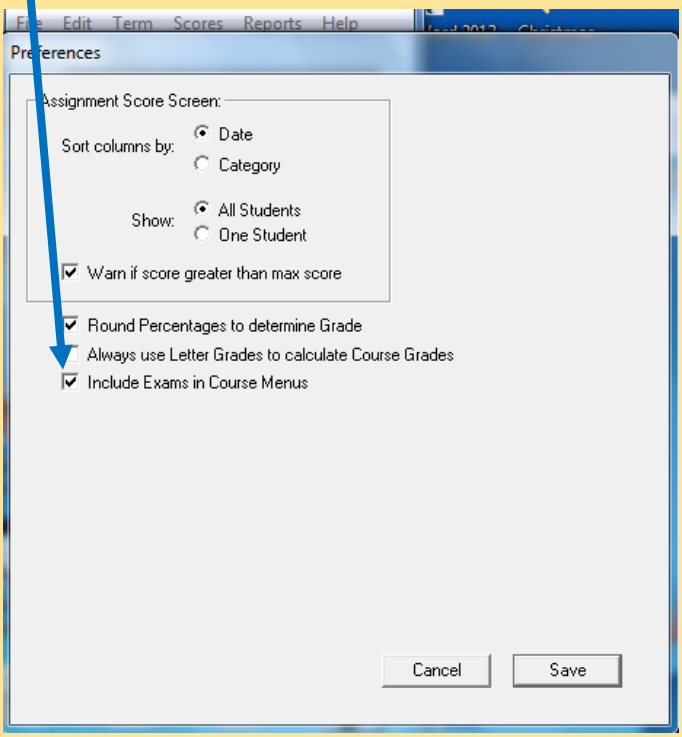
JMC

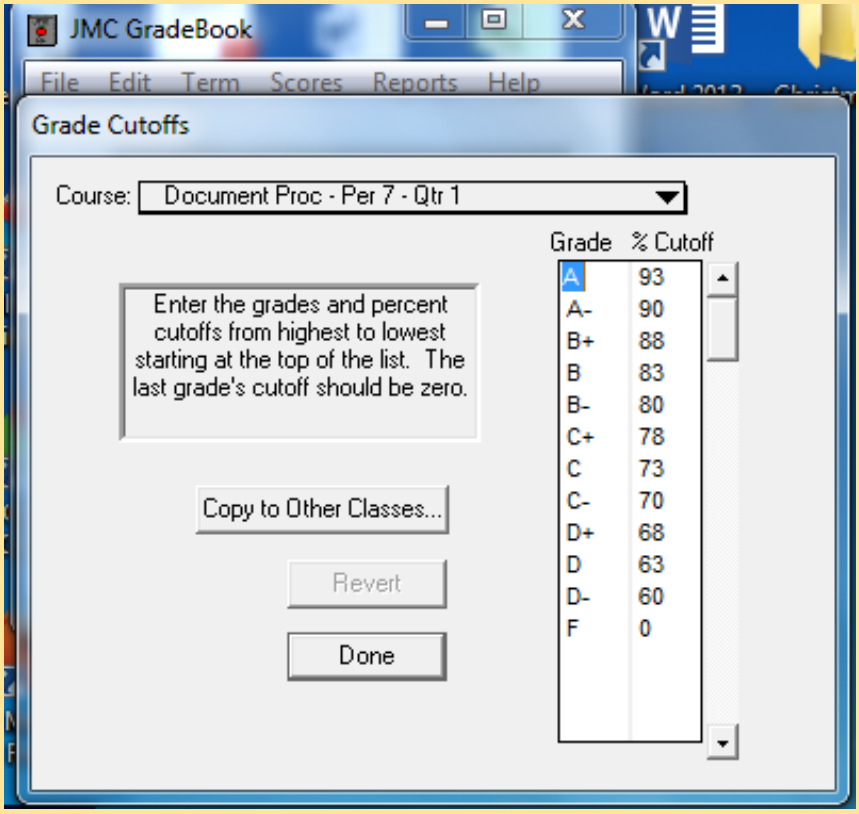
Initial SetUp



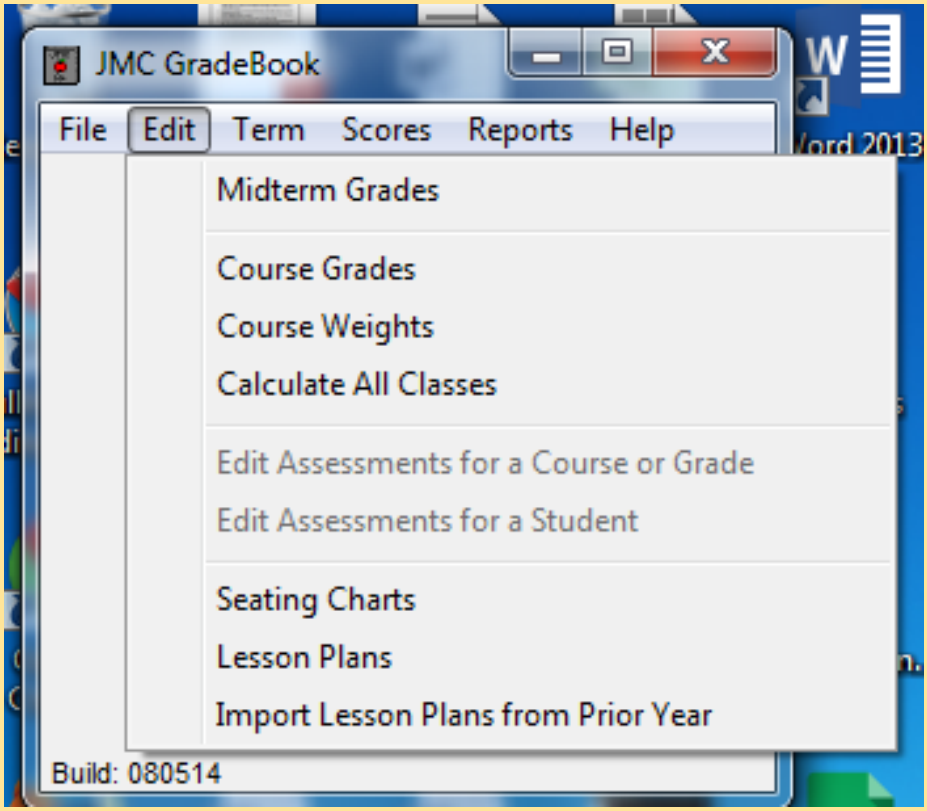
For sure at the start of a quarter, and then every so often, click Office to Teacher to be sure JMC has the most up-to-date information/students, etc. If modifying a lot of grades, etc., you may also do a Teacher to Office just before logging out. We **must** click Teacher to Office when we have completed Mid-Term, Quarter, and Semester final grades.

The only pre-set Preference that needs to be changed is Include Exams in Course Menus (make sure it is checked). This selection allows the Semester Exams to show up in the course listings, as they are not part of individual grades for any quarter. When you enter Exams for the first time, please don't hesitate to ask any veteran JMC teacher for assistance.



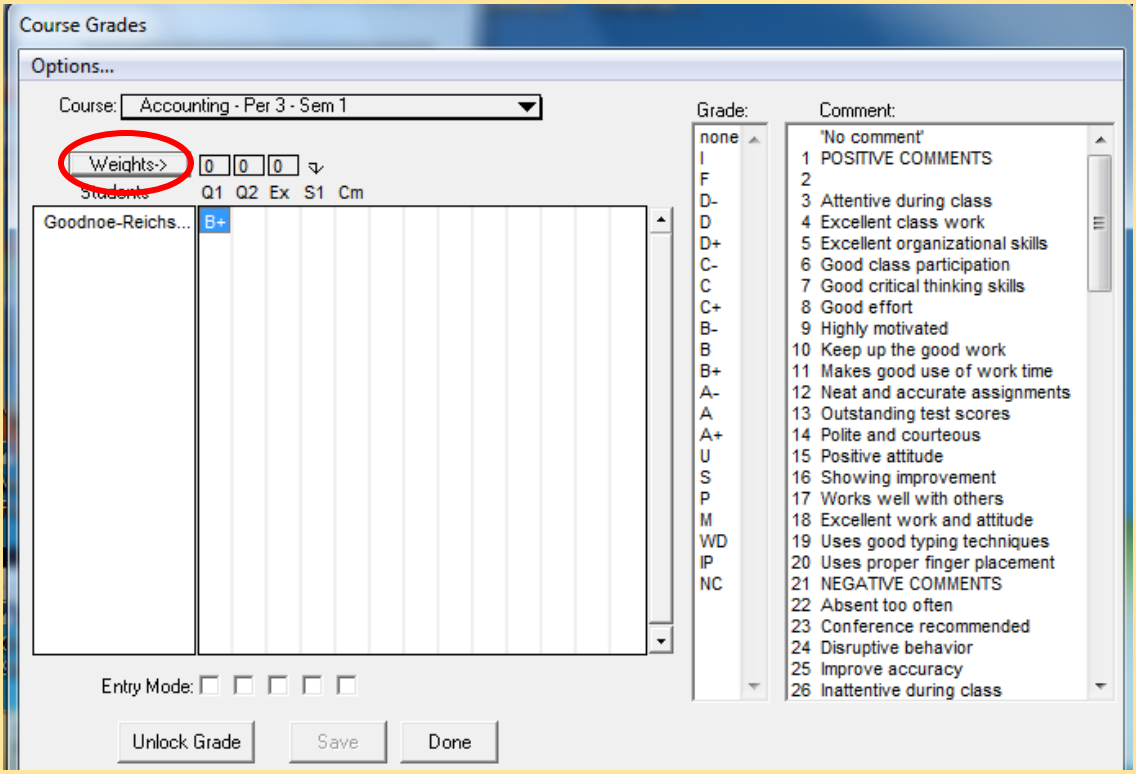


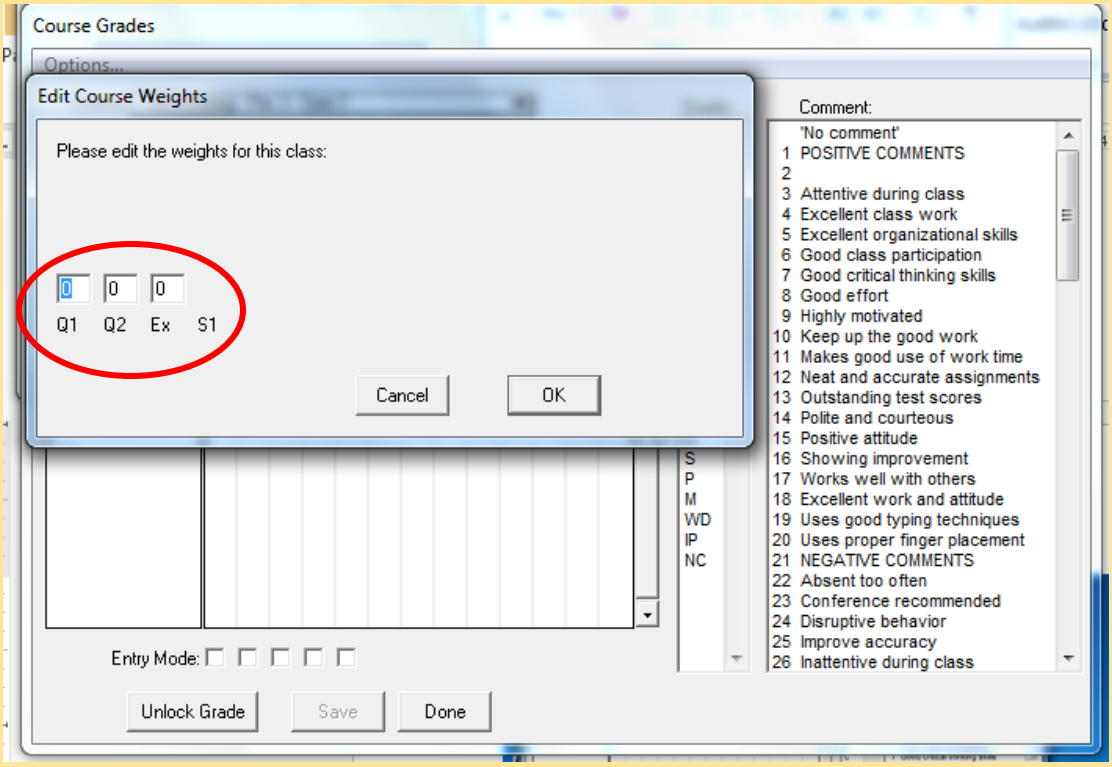
Before you can do much at all with any of your classes, you have to set up the Grade Cut-offs. Much easier if you use one set of cut-offs and copy them to all other classes. Make sure your cut-offs match the syllabus for each class. F should be 0, as shown above.

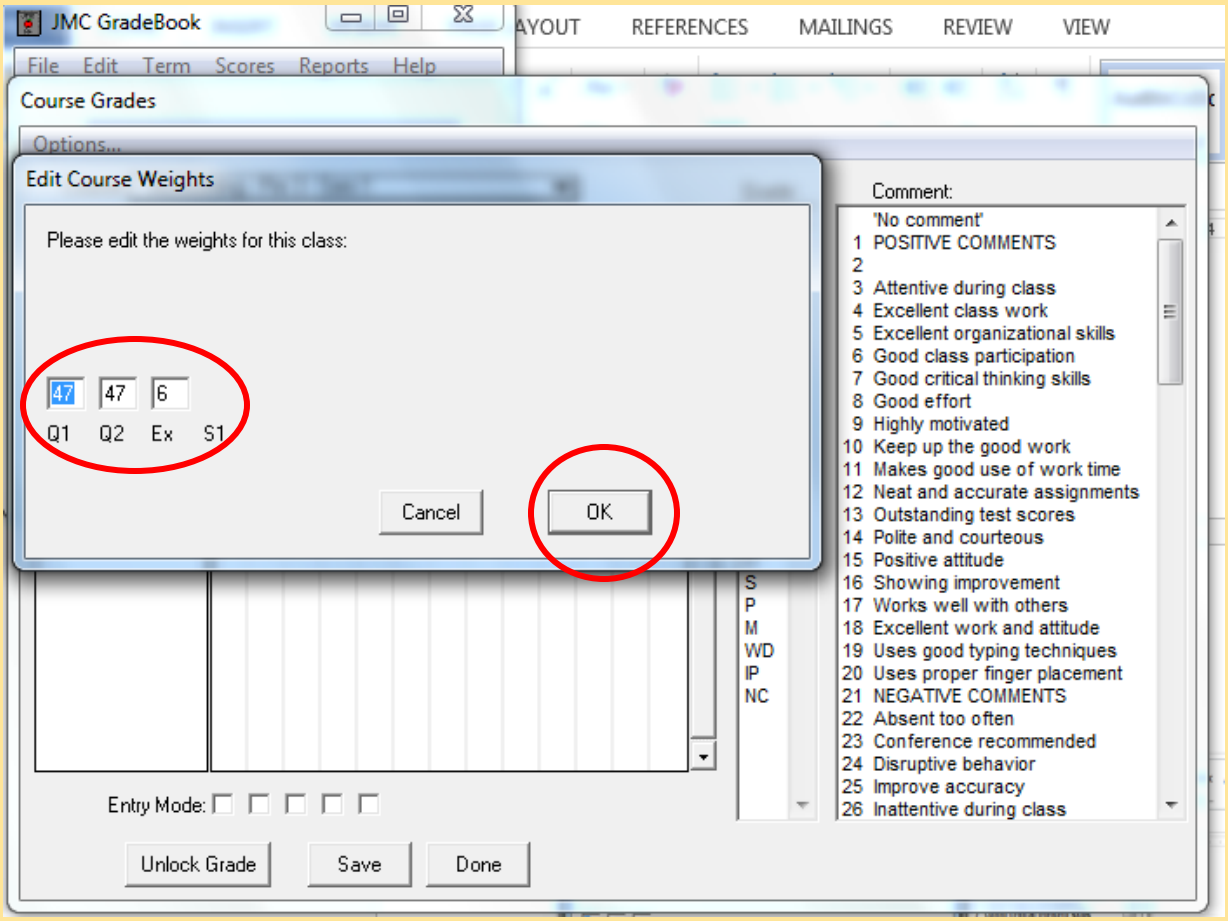


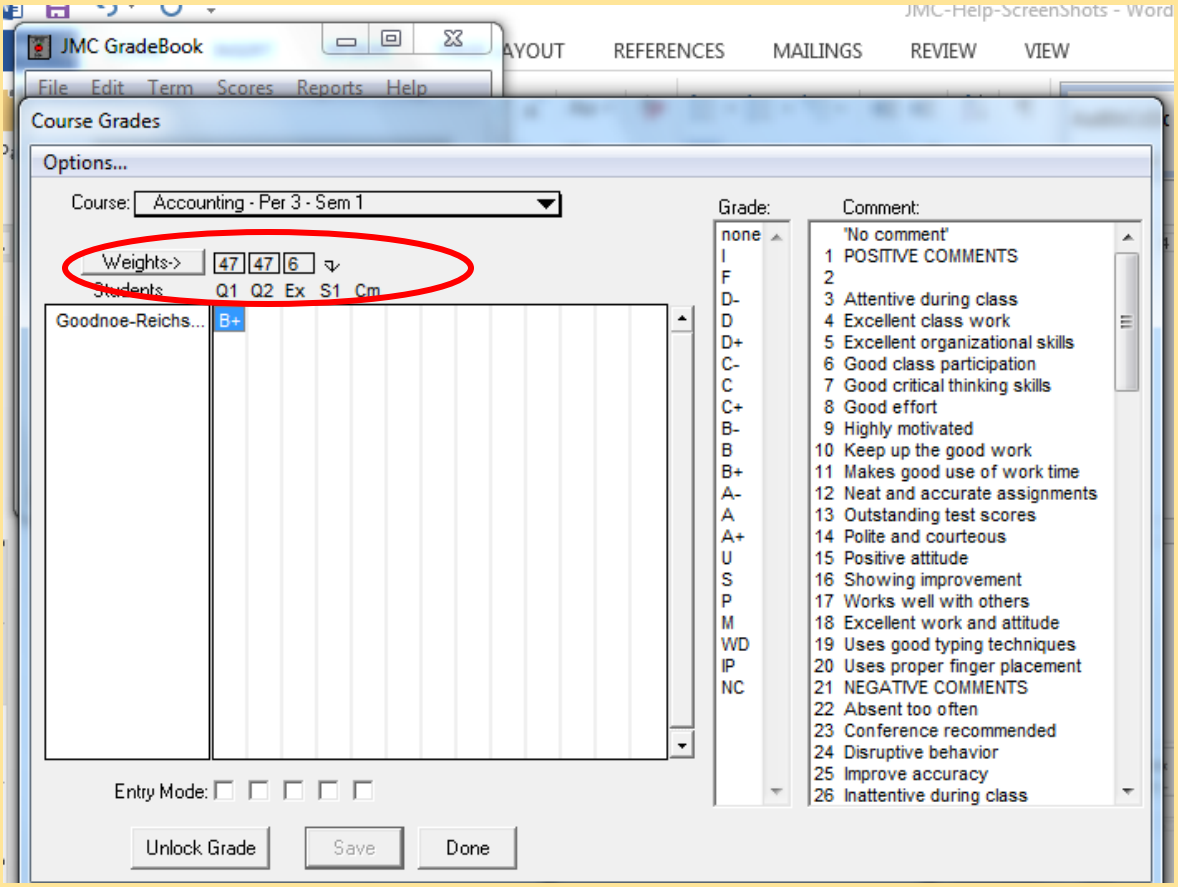
"Midterm Grades" button above seems to be where a teacher would be able to enter comments on Midterm Grade Report for students/parents. (All D or F grades **must** have comment on midterm report.)

Use the Course Grades link to access Course Weights. (NOTE: clicking "Course Weights" will only get you a summary of all of your course weights, not an editable area to set them.) Teachers have some flexibility with regards to how to weigh quarters/semesters vs Exams. Below, you can see what I typically do. RLHS encourages teachers to provide Final Exams each semester for all classes. (If in doubt about the type of final to offer, see Mr. Cardey for suggestions.) The screen shots below show the process for entering the course weights. 1st click Course Grades, then click on the button, "Weights" and from there you can enter your weights.






JMC GradeBook
File Edit Term Scores Reports Help
AYOUT REFERENCES MAILINGS REVIEW VIEW
Course Grades
Options...
Edit Course Weights
Please edit the weights for this class:
47 47 6
Q1 Q2 Ex S1
Cancel
OK
Comment:
'No comment'
1 POSITIVE COMMENTS
2
3 Attentive during class
4 Excellent class work
5 Excellent organizational skills
6 Good class participation
7 Good critical thinking skills
8 Good effort
9 Highly motivated
10 Keep up the good work
11 Makes good use of work time
12 Neat and accurate assignments
13 Outstanding test scores
14 Polite and courteous
15 Positive attitude
16 Showing improvement
17 Works well with others
18 Excellent work and attitude
19 Uses good typing techniques
20 Uses proper finger placement
21 NEGATIVE COMMENTS
22 Absent too often
23 Conference recommended
24 Disruptive behavior
25 Improve accuracy
26 Inattentive during class
S
P
M
WD
IP
NC
Entry Mode:
Unlock Grade
Save
Done


JMC-Help-ScreenShots - Word
JMC GradeBook
File Edit Term Scores Reports Help
AYOUT REFERENCES MAILINGS REVIEW VIEW
Course Grades
Options...
Course: Accounting - Per 3 - Sem 1
Weights-> 47 47 6
Students Q1 Q2 Ex S1 Cm
Goodnoe-Reichs... B+
Grade:
none
I
F
D-
D
D+
C-
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C+
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B+
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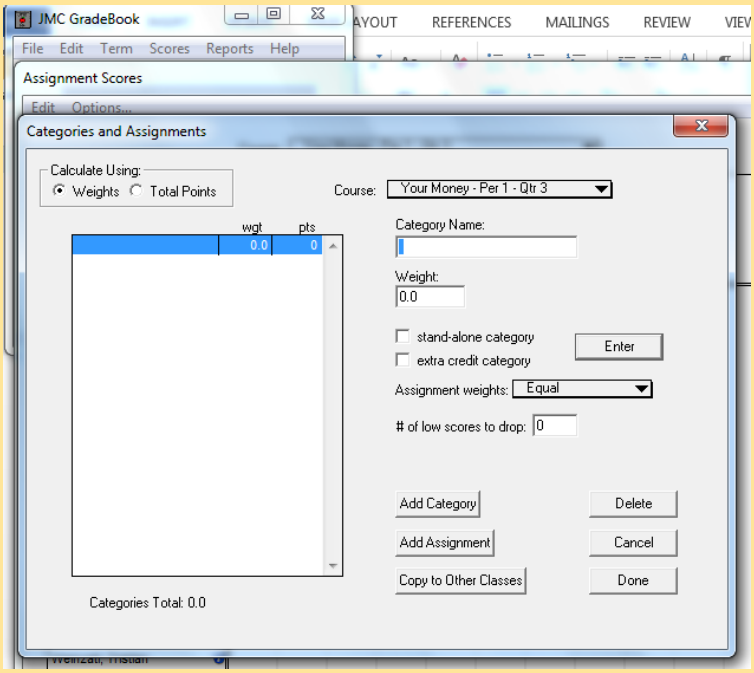
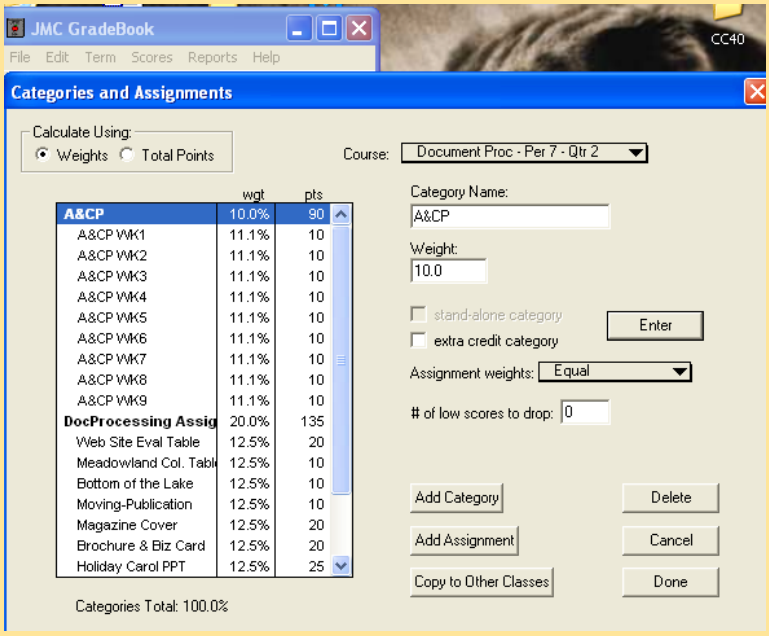
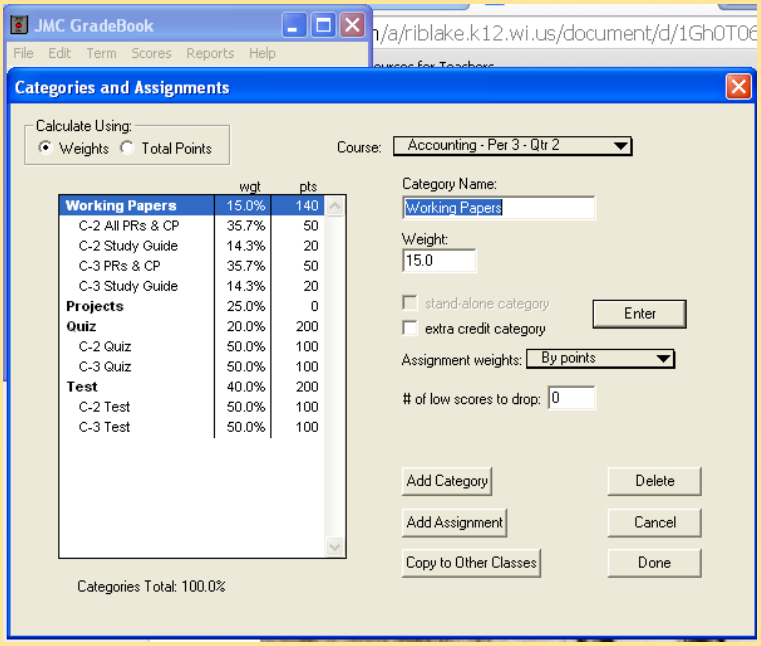
JMC

Adding
Categories & Assignments







Once you have set up your grade cut-offs, you can start entering your course Categories and Assignments, beginning with categories.

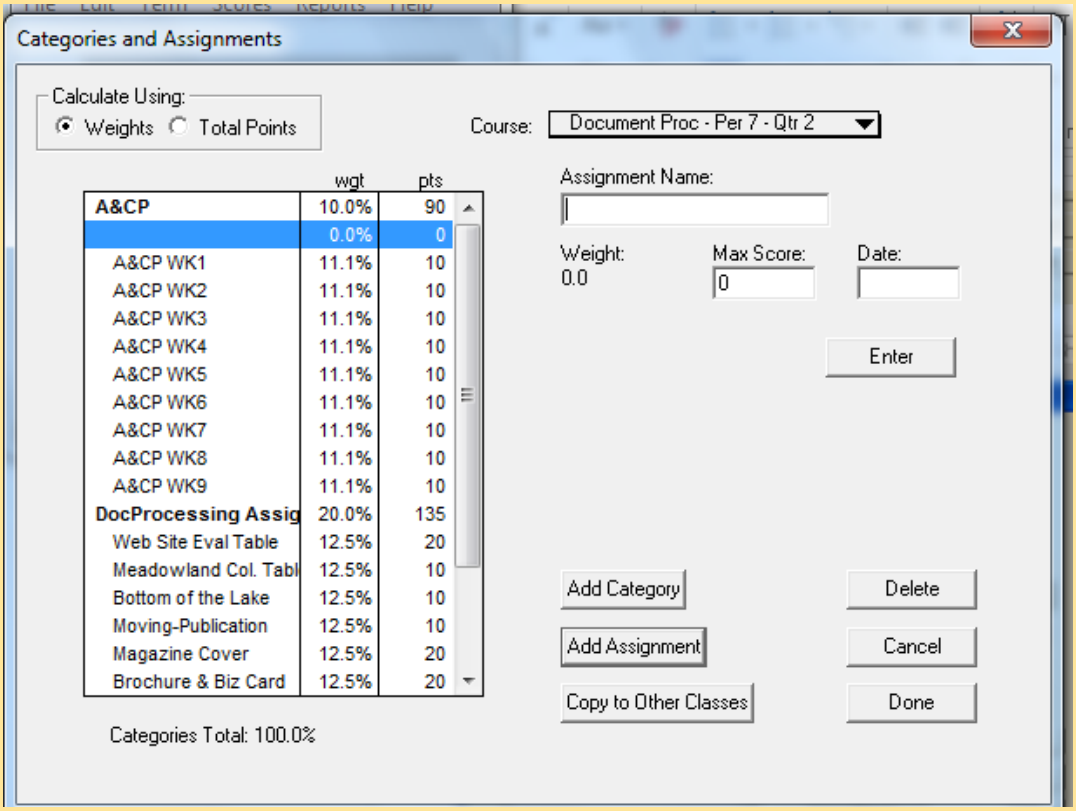
The first screen shows the fields available for adding a category. They can be set up in a variety of ways.

The second screen shows an example of a category that has been set up whereby each assignment within the category is weighted equally.

The third screen shows an example of a category where each assignment is weighted within that category based on the amount of points it is worth.

In all cases, the categories themselves make up the weight given to that category when the overall course grade is calculated. The category weights should add up to 100%.

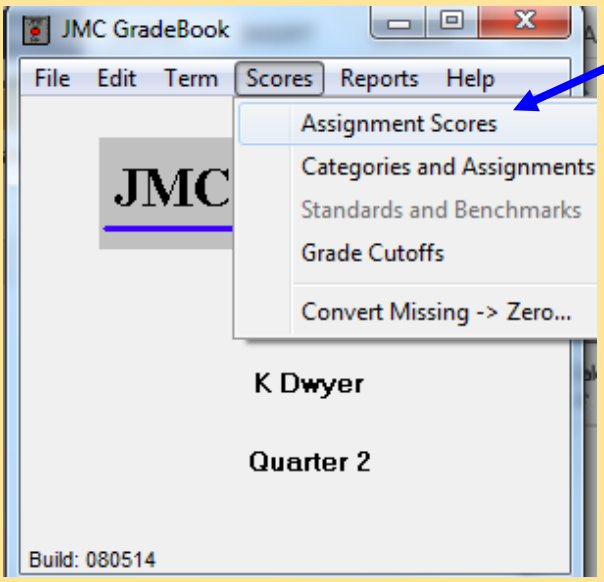
Once Categories are all set up, you place your mouse on the category that you would like to enter assignments for, and click Add Assignment. The following screen shows the fields available for you to add an assignment. Because of the way this category is set up, at first it appears the assignment Weight is 0.0. Once the assignment is entered, Max Score and the Date and Enter, the Weight will be calculated automatically by the program, based on other assignments already entered. Be sure to click Add Assignment for each new assignment, otherwise you may find yourself editing an assignment you already entered, and without realizing it, you may not be adding a new one at all.



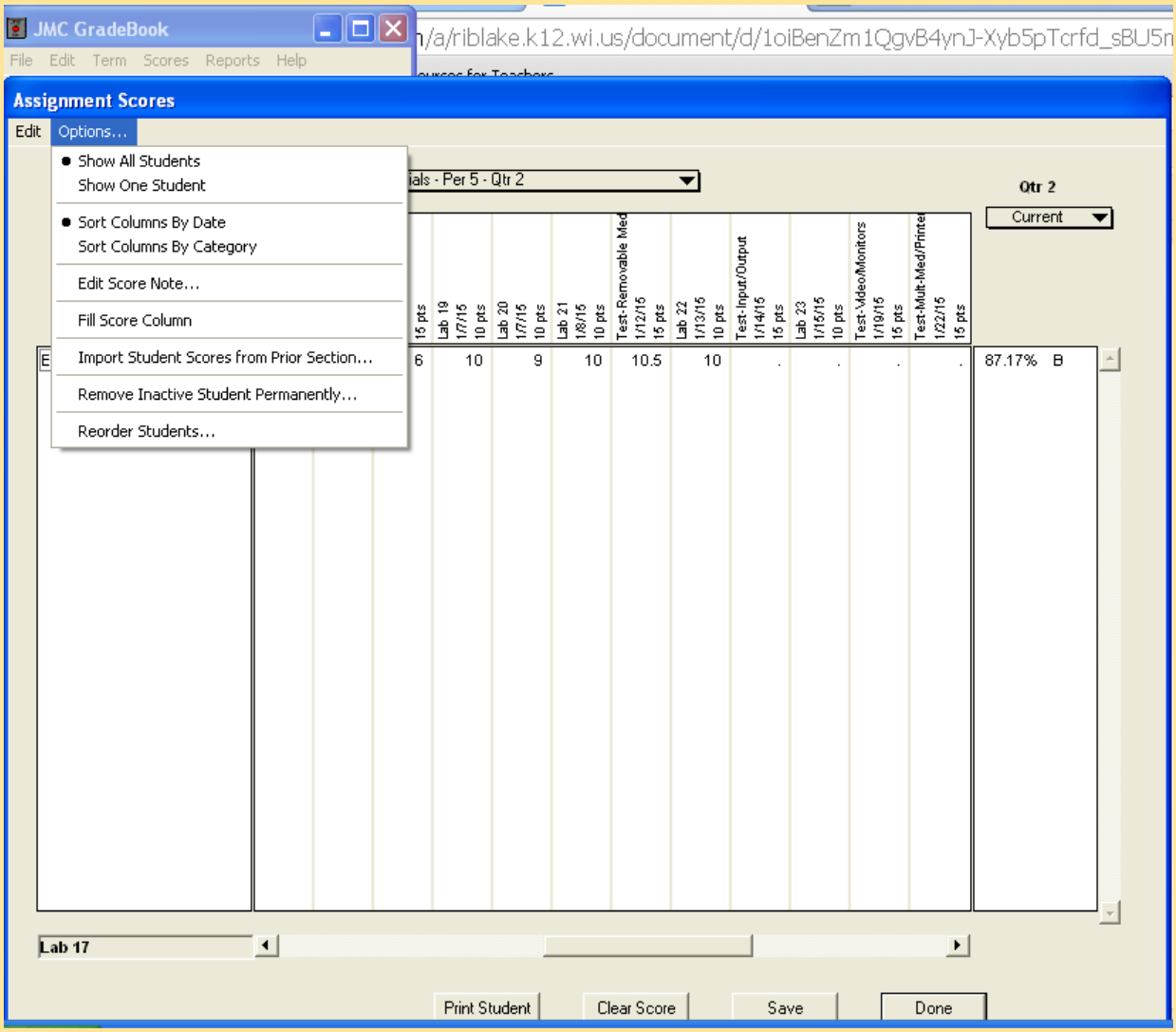
JMC

Entering Scores

To enter the scores, click on the main menu, **Scores**, and then click **Assignment Scores**. That part is probably pretty self-explanatory.



Once you enter an assignment grade for a student, please note that you can actually enter a comment for that student's grade (or even have the comment apply to all students' grades for that assignment). To do that, you would click **Options**, and then click **Edit Score Note…** See the screen shot below.



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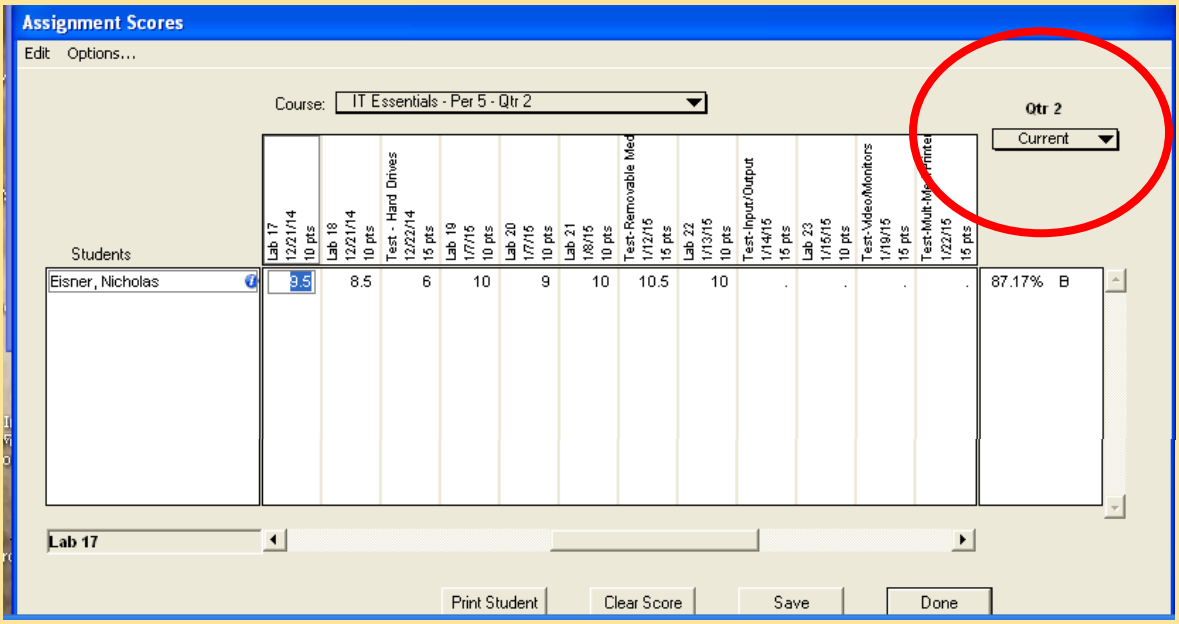
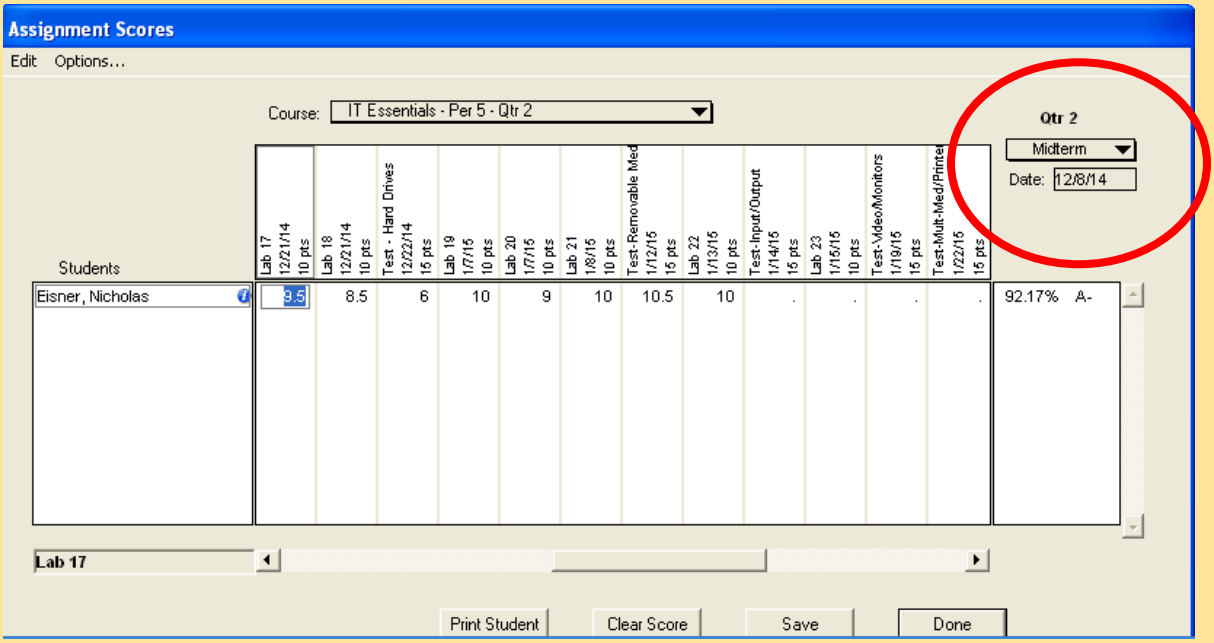
Mid-Term Grades

For Midterms, while in a specific class, you can select between “Current” and “Midterm” at the top right side of the assignment scores screen. When you select Midterm, you have to enter the date for the Midterm, as well. If you look closely, you can see the difference between the Current View grade average and the Midterm grade average. Don’t forget after the midterm is finished to switch your screen back to Current view. The gradebook will continue to calculate all grades even beyond the Midterm date upon switching back. See images below:

CURRENT (NORMAL) VIEW



MIDTERM VIEW



When you have completed entering grades that you want included in the Mid-Term grading period, you should click on the Teacher to Office button under JMC’s main menu **File**. It is also a good idea to email or place a quick call to notify the office secretary that you are now finished with your grades.

Cheat Sheet

Mid Term Grades

When you are ready to do your mid term grades, do the following:

1. Start up the grade book program
2. Open the “Scores” menu and select “Assignment Scores”.
3. Select any of your classes.
4. On the upper right hand side of the screen, find the box that presently says “Current”.
5. Click on the arrow next to “Current” and select “Mid Term”.
6. In the “Date” box type in today’s date.
7. Select each of your classes and repeat steps 5 and 6.
8. Click on “Done”.

This will calculate your mid term grades. If you need to enter comments, continue on…

9. Open the “Edit” menu and select “Midterm Grades”.
10. As you select each of your classes, you should see a grade for everyone. If not, click on “Done” and go back to steps 2 through 8 again.
11. Enter comments for your students by clicking on the comments on the right side.
12. Select each of your classes and enter comments. When you are done, click “Done”.

Almost there…

13. Open the “File” menu and select “Teacher to Office”, wait for the window to say “Successful”, and you’re…not quite done (sorry)

Now you have to undo Steps 2 through 8….And on we go…

14. Again, open the “Scores” menu and select “Assignment Scores”.
15. Choose a class.
16. In the “Date” box in the upper right hand corner, delete the date. (If you forget to do this, your “Current” grades won’t be right.
17. Click on the arrow next to “Midterm” and select “Current”.
18. Repeat steps 15 through 17 with each of your classes.
19. When you’re done, click “Done”.

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Calculating

Quarter Grades

Semester Finals

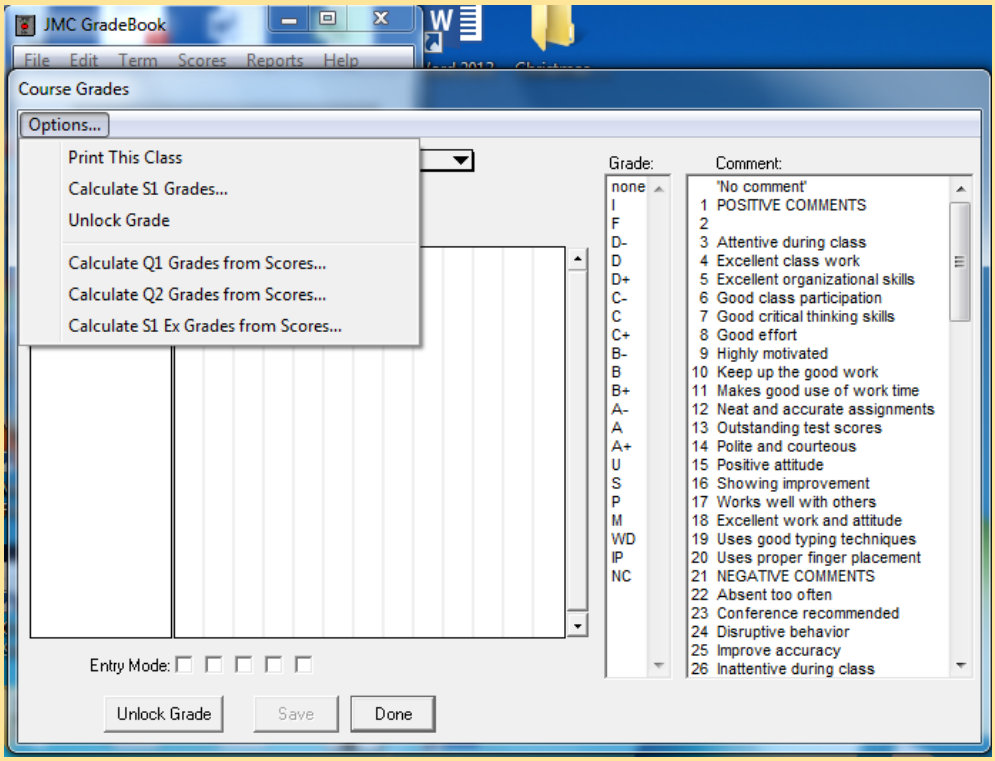
Semester Grades

At the end of a Quarter:

1. Under **Edit**, go into the **Course Grades** option under Edit and click on **Calculate Q1 (or Q2/Q3/Q4) Grades from Scores** for each course.
2. Check them over, add comments for D's and F's (mandatory) and any other comments for other grades if you wish.
3. **Teacher to Office** when finished

At the end of a Semester

1. Under **Edit**, go into the **Course Grades** option under Edit and click on **Calculate Q2 or Q4 Grades from Scores** for each course.
2. Then, click **Calculate S1/S2 Ex Grades from Scores** (to pull in the Final Exam grades).
3. Then, click **Calculate S1/S2 Grades...**
4. Again, checking everything over, and adding comments for D's and F's (mandatory) and any other comments for other grades if you wish.
5. **Teacher to Office** when finished



Cheat Sheet

Quarter/Semester Grades

To do quarter or semester grades you can do the following steps:

1. Start the Gradebook program.
2. Go to the Scores menu, select “Assignment Scores”. Check all your classes to make sure the scores are complete.
3. If it is semester time, you will also need to make sure Exam scores are complete. The exam sections are on the end of your class lists in the pull down menu.
4. Click on the “Done” button.
5. Open the “File” menu and select “Office to Teacher”. When you get the pop-up window that says you are successful, you should click the “OK” button.
6. Open the “Edit” menu and select “Course Grades”.
7. In the “Course:” pull down, select a class to compute grades. (Notice that Semester 1 and Semester 2 are separate, make sure you select the correct semester.)
8. Click on the “Weights” button and weight each quarter/exam grade. If each quarter and the exam are weighted equally, just put a 1 in each box.
9. Open the “Options” menu and select “Calculate Q1 grade from scores”. (Make sure to use the correct quarter in this step.)
10. You should see the grades in the correct quarter. (If it is time for Senior grades and you have a mixed class, don’t worry that the other students are also graded, those will be updated next time you do grades.)
11. Enter comments for the students if appropriate.
12. If this is Semester grade time, you also need to calculate exam grades by clicking on the “Options” button and selecting “Calculate exam grades”.
13. Again, if this is Semester time, open the “Options” menu and select “Calculate Semester 1 Grades” (Or other appropriate semester)
14. Repeat steps 6 through 12 with each of your classes.
15. When all of your classes are done, click the “Done” button. It will ask you to Save, click the “Yes” button.
16. Open the “File” menu and select “Teacher to Office”. When the window pops up saying it was successful, click “OK”.
17. Close the program, don’t forget to click on “OK” when it asks you to publish assignments.