

Directions for Elementary School Mark Correction for Standards-based Report Card Schools

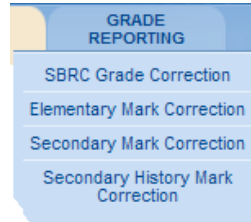
The standards-based gradebook calculates grades for measurement topics throughout the year and provides instantaneous updates on student grades. Teachers can run the *MCPS Progress Report*, available in the gradebook, at any time to provide students and parents with the most current grade information. As a result, there are very few cases where grade corrections to the report card will be necessary.

The *Standards-Based Report Card Grade Correction module* should be used to correct the following errors.

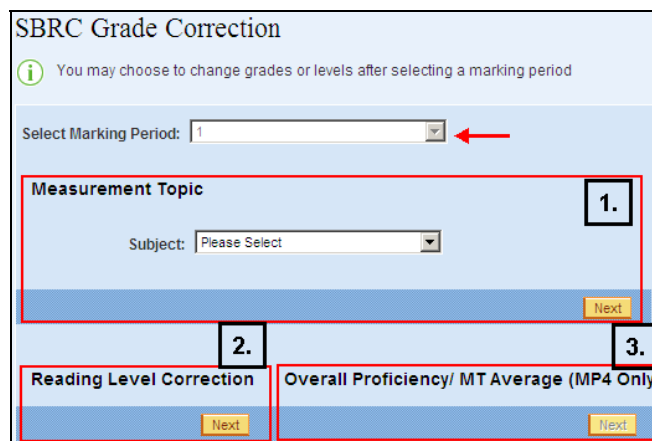
1. Missing data that was a result of clerical errors, such as, a student's Reading Level for the previous marking period was not entered
2. Missing grades that were a result of sectioning that occurred prior to the grade export into the report card for the previous marking period

The Standards-based Report Card Grade Correction is a module in MCPS' Online Administrative Student Information System (OASIS). It allows its users to update grades, by marking period, for a student's elementary school years. The intended users of this module are school secretary, IDA, or designated person.

- Log on to OASIS.
- Go to the **Grade Reporting** tab and select **SBRC Grade Correction**.



- Search for a student.
- Select a marking period from the drop-down menu. You can only update information for the previous marking periods.

A screenshot of the "SBRC Grade Correction" form. At the top, there is an information icon and the text "You may choose to change grades or levels after selecting a marking period". Below this is a "Select Marking Period:" dropdown menu with the value "1" and a red arrow pointing to it. The form is divided into sections. The first section, labeled "1.", is titled "Measurement Topic" and contains a "Subject:" dropdown menu with "Please Select" and a "Next" button. The second section, labeled "2.", is titled "Reading Level Correction" and has a "Next" button. The third section, labeled "3.", is titled "Overall Proficiency/ MT Average (MP4 Only)" and has a "Next" button.

Note: ESOL from the Subject drop-down menu is available for ESOL students.

1. To Change Measurement Topic Score

- Under Measurement Topic, select a subject area where Measurement Topic scores need to be changed. Then, click the **Next** button.
- A list of Measurement Topics for the subject will appear. Select a Measurement Topic that needs to be changed and use the drop-down menu to assign an appropriate score. Then, click the **Save** button.

The screenshot shows the 'SBRC Grade Correction Detail' form. At the top, it displays 'Grade Level: 2' and 'Subject: Reading'. Below this, there are fields for 'School:' and 'Marking Period: 1'. The main section is a table with two columns: 'Measurement Topics' and 'Grade'. The table contains five rows of measurement topics, each with a corresponding grade selection dropdown menu. A red arrow points to the 'Save' button at the bottom right of the form.

Measurement Topics	Grade
Phonemic Awareness (if reading below book level 6)	[Dropdown]
Word Structure (Decoding)	3
Vocabulary	4
Comprehension of Literary Text	2
Comprehension of Informational Text	2

2. To Change Reading Level

- Under **Reading Level Correction**, click the **Next** button.
- Using the drop-down menu, assign an appropriate reading level and click the **Update** button.

The screenshot shows the 'Reading Level Correction' form. It features an information icon and the text 'You may correct previous marking period levels on this page'. Below this, there is a 'Reading Level:' label followed by a dropdown menu currently set to 'M'. At the bottom right, there are 'Update' and 'Cancel' buttons. A red arrow points to the 'Update' button.

3. To Change Overall Proficiency/MT Average – Marking Period 4 ONLY

Changing Overall Proficiency is only available after the 4th marking period.

- Under **Overall Proficiency/ MT Average (MP 4 Only)**, click the **Next** button.
- Using the drop-down menu, assign an appropriate grade and click the **Update** button.