

# Report Card Grade Submission Instructions

## (1<sup>st</sup> MP 2014-2015)

**All grades are due on Friday, October 31.**

- **If teleworking: by noon**
- **If in the building: by 2:30pm**

### **1. Far Right Column Should Display Marking Period Grade**

If your far right column does not say MP1 on the top, click on the little down arrow to change the view to MP1. This will ensure that you are looking at the student's quarter grade, not a category grade.

### **2. Review Marking Period Grades**

Review marking period grades. Marking period grades may be overwritten in consultation with an administrator, as specified by MCPS Grading Procedures in Grades 6-12.

- 1) Review "MP1" grades (far right column) to make sure that every student has a marking period grade.
- 2) Make sure that there are no blank spaces – all spaces must be changed to 0.
- 3) Make sure that all grades for assignments that were attempted but received below 50% have been raised to 50%. Use the Fifty Percent Rule report to help you find your grades that are below 50%.
- 4) If you want to force the quarter grade, overwrite the marking period ("MP1") grade, as needed.
  - a) Single-click in cell corresponding to student whose grade you wish to override underneath the "MP1" column
  - b) Enter the appropriate grade and click Save.

### **3. Enter Report Card Data**

**\*\*\* NOTE: you do not need to use this area except for student aides. Classes that receive grades only need to have grades up-to-date.**

- 1) For student aides, use the drop-down arrow next to Assignments to choose Report Card / Interim Data.
- 2) "RC Work Study Habits" is only necessary for student aides. For all other students (who receive a grade), leave this column blank. Choices for "Work Study Habits" include O (outstanding), S (satisfactory), and N (not satisfactory).
- 3) DO NOT fill in any columns labeled IN. These are interim columns and will not be extracted with your quarter grades. You do not need to delete anything in these columns, either.

#### 4. Verify Your Work

When you are finished entering all data, run the *Verification of Student Grade Collection Report GB*. To find this, go to Reports, then click on the + next to Grading. The report is at the bottom of that group. This report will alert you to any missing data so that you can go back and correct any problems.

##### 4a. If you are teleworking:

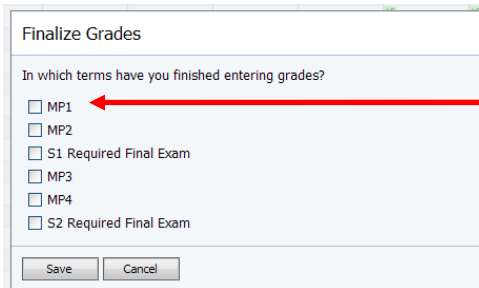
Save your Verification Report as a pdf and email it to your RT as soon as possible. (instructions below)

##### 4b. If you are in the building:

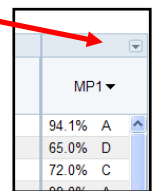
Print your Verification Report and take it to your RT as soon as possible.

#### 5. Finalize Grades

To submit a class, select Finalize Grades from the pull down menu located above the results column. (This arrow is not labeled, so you may not have noticed it before.)



From this window, indicate the marking period to be submitted (MP1) and then click Save.

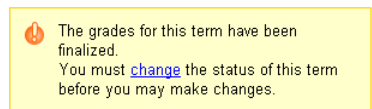


MP1		
94.1%	A	
65.0%	D	
72.0%	C	
88.0%	A	

### Extra operations you may need to perform:

#### Unfinalizing/unsubmitting Grades

If a change is required to a finalized class, click Change in yellow box to open the class. Uncheck the marking period, click Save, and edit as necessary. Do not forget to re-finalize grades when done (step 5 above).



#### Grade Correction after grades are submitted

After the grade submission process is complete, any grade corrections **MUST** be made in OASIS. The corrections may also be made to Pinnacle, but they will not be extracted again. Grades are extracted only once each quarter from Pinnacle for report card production. To change a grade after grades are submitted, see Marsha Cunningham in the Registrar's Office.

#### Saving Verification report to pdf file

Run the *Verification of Student Grade Collection Report GB* and open it up. When it is open (in Acrobat Reader), go to **File** → **Save As**. Save the file to your computer. Open up an email, address it to your RT, and attach the pdf file. **NOTE: IF YOU HAVE ANY PROBLEMS WITH THIS PROCESS, EMAIL YOUR RT AND Mary Wagner IMMEDIATELY.**

**Checklist – make sure you have done all of these things for each class before you pat yourself on the back and say that you are done:**

- Make sure that there are no blank spaces in your gradebook (change all blanks to 0s or Xs). A blank space implies that the grade is still pending. A zero or X shows that you have finished with it.
- Make sure that all grades for assignments that were attempted but received under 50% are raised to 50%. Run the Fifty Percent Rule Report to make sure you have caught them all.
- Enter RC Work Study Habits for student aides in appropriate column (on Report Card / Interim Data page).
- Finalize grades for the quarter.
- Reports → Grading → Verification of Student Grade Collection Report GB to check for errors.
- Print Verification of Student Grade Collection Report GB for each class and hand it in to your RT or save Report to pdf and email to your RT.