

Report Card Grade Submission Instructions

(4th MP 2013-2014)

All grades are due on Monday, June 16 by 2:30pm!

Please get your grades done ASAP! MCPS does not give gradebook advisors any time to clean up mistakes in the 4th quarter!

1. Far Right Column Should Display Marking Period Grade

If your far right column does not say MP4 on the top, click on the little down arrow to change the view to MP4. 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.

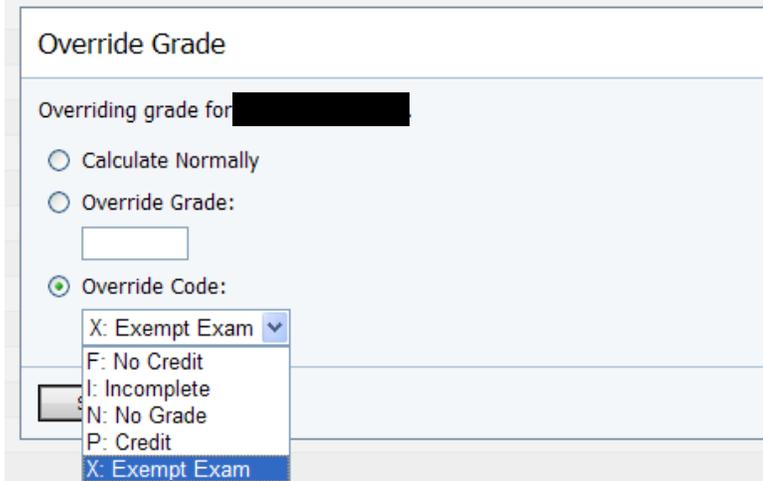
- 1) Review "MP4" grades (far right column) to make sure that every student has a marking period grade.
- 2) Make sure that there are no blank spaces – all spaces must be changed to 0. Unfortunately, there is no Blanks to Zeroes button, so you have to do it by hand.
- 3) Make sure that all grades for assignments that were attempted but received below 50% have been raised to 50%. Use Fifty Percent Rule report to find them.
- 4) If you want to force the quarter grade, overwrite the marking period ("MP4") grade, as needed.
 - a) Single-click in cell corresponding to student whose grade you wish to override underneath the "MP4" column
 - b) Enter the appropriate grade and click Save.

3. Enter Report Card Data for student aides

- 1) Use the drop-down arrow next to Assignments to choose Report Card / Interim Data.
- 2) 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.
- 3) "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).

4. Enter Semester Exam Data

- 1) Use the tabs along the bottom of the screen to choose **S2 Required Final Exam**.
- 2) Click on “New” to create an assignment. Name it whatever you want – it will not show up on Edline. You can create one assignment for your entire exam grade, or separate ones for different parts of the exam (multiple choice and essays, for example).
- 3) Enter the exam grades for your students. **If your course does not require an exam, you may leave this screen blank.**
- 4) If you need to exempt a student from an exam, please note that entering an X under the assignment column does NOT accomplish that goal. You are required to have an X in the results (far right) column. Click in the far right column. This will bring up a menu box:



When you click on “Override Code” it will give you a drop-down menu. Choose X and then click “Save.”

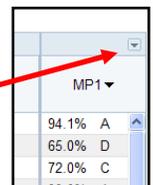
If you need to override a grade to a different letter grade, use the “Override Grade” button.

5. Verify Your Work

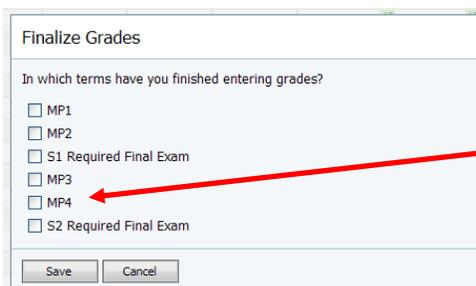
When you are finished entering all data, run the **Verification of Student Grade Collection Report GB**. To find this, go to Reports, then click on the + next to Grading. The report is at the bottom of that group. This report will alert you to any missing data so that you can go back and correct any problems. Print your Verification Report and take it to your RT as soon as possible. *** NOTE: combined classes will print separately on the verification report. If you are looking for the rest of your students, scroll down.

6. Finalize Grades

To submit a class, select Finalize Grades from the pull down menu located above the results column. (This arrow is not labeled.)



	MP1	
94.1%	A	
65.0%	D	
72.0%	C	
88.8%	A	



From this window, indicate the marking period to be submitted (MP4) and then click Save. You do not have to click S2 Required Final Exam, but those grades will be extracted anyway.

Senior Exam Instructions for Gradebook (4th MP 2013-2014)

1. To enter a senior exam grade, first create a new assignment in the gradebook. For the category, choose Senior Exam.
2. Enter the exam grade for ONLY seniors in that column. For all underclassmen, enter an X.

3. Go to the tab labelled S2 Required Final Exam.
4. Under the exam assignment, enter X for all seniors.
5. YOU ARE NOT FINISHED!

Assignments		New...
Semester	Exam	
6/9	100	
X	X	
X	X	
X	X	

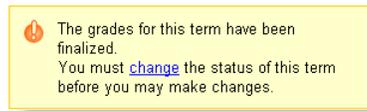
6. Go to the far right column and click on the senior's space there. This will bring up an Override Grade box. Choose Override Code and select X: Exempt.
7. You must do this for every senior.
8. Yes, I realize this is a pain, but it's what we do. 😊

Note: if you run the verification report and it tells you that you do not need to enter an exam grade for your seniors, you use Step 6 above to switch it to “Calculate Normally.”

Extra operations you may need to perform:

Unfinalizing/unsubmitting Grades

If a change is required to a finalized class, click Change in the 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 6 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.

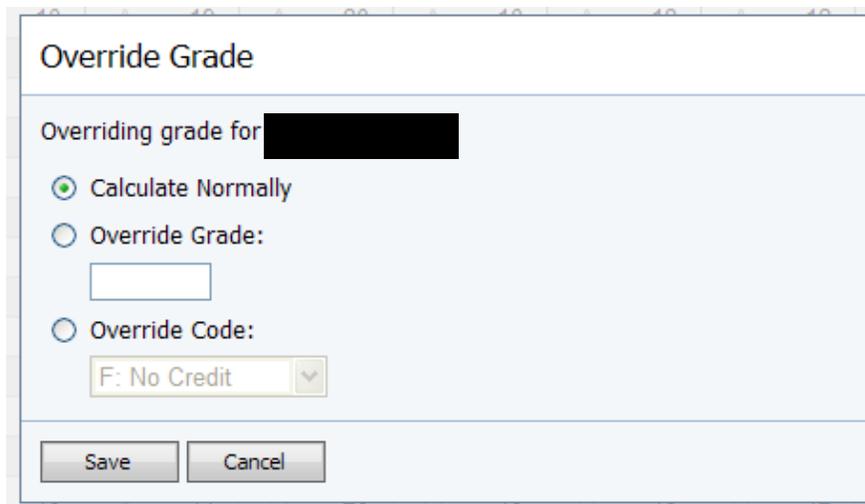
Saving Verification report to pdf file

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.

Entering a Forced Final (Semester) Grade

Pinnacle does not generate a semester average for a student. This is done through the report card processes in OASIS. However, there are times when this process results in an M, or Missing, grade appearing on the report card. More importantly, you have the right to exercise your professional judgment to record a different grade with the approval of your principal, if you have evidence of performance that differs from the calculated average. To enter a forced final/semester grade,

1. Select “Second Semester” from the Results Column drop-down menu on the far right.
2. In the Results Column, located to the far right of the screen, double click the cell corresponding to the student whose grade you wish to change.
3. Override the grade, as shown below.



The screenshot shows a dialog box titled "Override Grade". It contains the following elements:

- A label "Overriding grade for" followed by a blacked-out student ID.
- Three radio button options:
 - Calculate Normally
 - Override Grade: [text input field]
 - Override Code: [dropdown menu showing "F: No Credit"]
- At the bottom, there are two buttons: "Save" and "Cancel".

If you need to override a grade to a different letter grade, use the “Override Grade” button.

When you click on “Override Code” it will give you a drop-down menu. Choose the appropriate option.

Then click “Save.”

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).
- 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 check that you have caught all of the grades under 50%.
- Enter senior exam grades if you have seniors. See instructions for entering senior exam grades. Be sure to override the semester exam grade to an X.
- Enter exam grades if your course requires a semester exam. See instructions to override or exempt an exam grade.
 - Note: if you are not sure if your course requires an exam or not, run the verification report. If you get an error saying that you need to enter a semester exam grade, then your course requires an exam.
- 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.
- Celebrate!