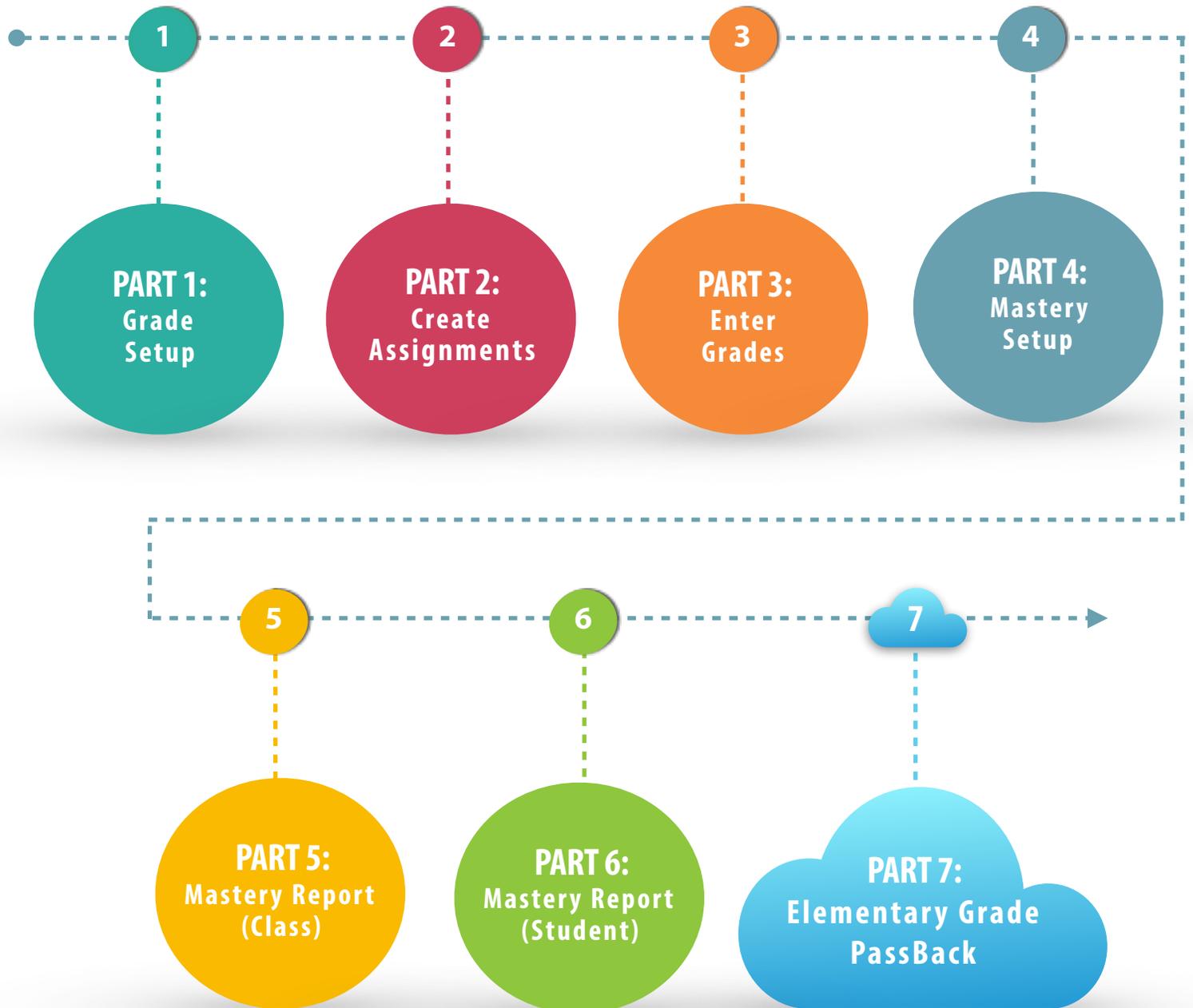


ELEMENTARY GRADEBOOK QUICK START



PART 1:

Basic Elementary Grade Setup Recommendation



Purpose: The Grade Setup page allows you to customize your gradebook settings. The recommendations below outline the bare minimum needed to utilize the Elementary Grade PassBack (EGP) App.

Navigation: From your Course home page, click Grade Setup located on the left navigation panel.

● = Required ● = Optional

Elementary Gradebook Training: Section 1 ▸ Grade Setup Copy Settings

Categories ? Weight Categories 1 + Add

Category

↓ Assessment ★ 2

Grading Periods & Final Weights ? Edit

Period	Weight	%
2017-2018 A-Track Elementary	100	100.00%
Grading Period 1	100	33.33%
Grading Period 2	100	33.33%
Grading Period 3	100	33.33%

Final Grade Settings ?

Gradebook Scale: * 7

Mastery Scale: 7

Calculated Grades: Round Period/Final Grades ?

Control Grading Columns in Gradebook 4

- Hide Course Grade calculated score column
- Course override column ?
- Hide Grading Periods calculated score columns
- Hide Grading Category score columns
- Grade period override columns ?
- Total points column ?

Visibility Settings 5

- Allow members to view the student grade report
 - Hide overall grade in student grade report
 - Hide grading period grades in student grade report
 - Hide total points achieved in student grade report
- Allow faculty to view student mastery details
- Allow members to view student mastery details

6 Save Changes 8

Steps

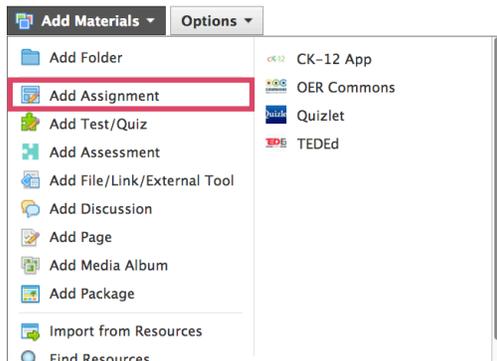
1. Add a Category (name it Assessment, for example). You may add more categories if desired.
2. Click the star next to the Assessment category you just created.
3. Click the star by the Default Elementary Grade Scale.
4. Check the boxes as shown on the screenshot.
5. Check the boxes as shown on the screenshot.
6. Click Save Changes.
7. In Gradebook Scale and Mastery Scale, select Default Elementary Grade Scale or a scale you have created (it has to be a 4-3-2-1 point scale for the EGP App).
8. Click Save Changes.

PART 2: Create Assignments

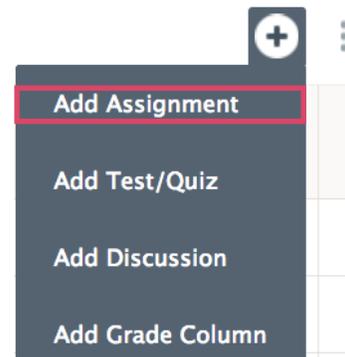
Purpose: Creating assignments with customized learning objectives aligned to the LAUSD Elementary CCS Report Card Domains are required for the Elementary Grade PassBack (EGP) App.

Navigation: There are two options to create an assignment.

Option 1: From your Course home page, click the Add Materials button. Click Add Assignment. This button links to all available materials.



Option 2: From the Gradebook, click the '+' button on the top right. Click Add Assignment. This button is limited to the materials shown.

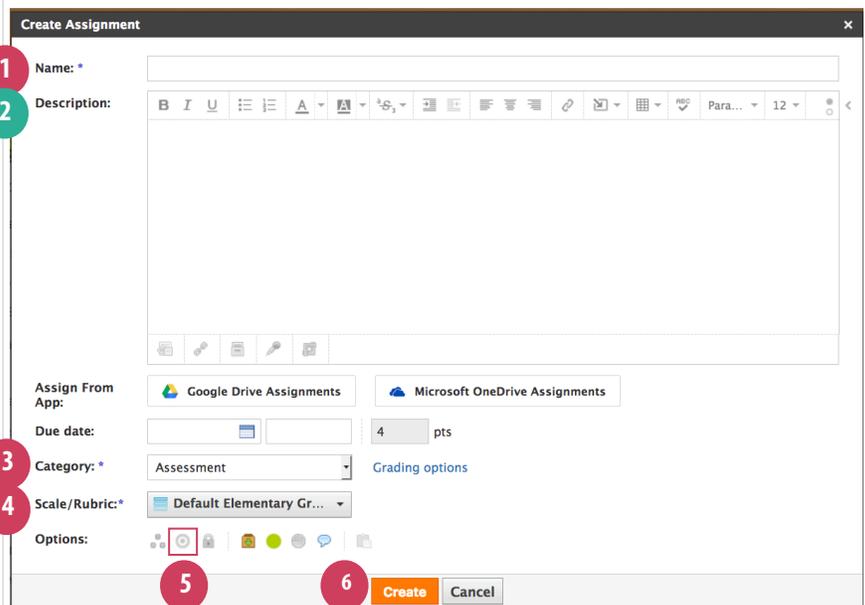


Once you have chosen the add assignment option, the window below will appear. Complete the fields as follows:

Steps

1. Name the assignment.
2. Add a description. This is an optional field, however, consider that students and parents will also be able to view it.
3. Select or add a Category.
4. Select a Scale or Rubric.
5. Click the  icon. (The following bullets are not illustrated here.)
 - Click Custom Learning Objectives.
 - Click School.
 - Click LAUSD ELEM CCS Report Card Domains.
 - Select the Subject Area, the Grade Band if applicable, and the Custom Learning Objective(s) to align to the assignment.
 - Click Add Learning Objectives.
6. Click Create.

 = Required  = Optional



For directions on how to tag/align custom learning objectives, please refer to the following how to video: bit.ly/aligncustomLO

PART 3: Enter Grades



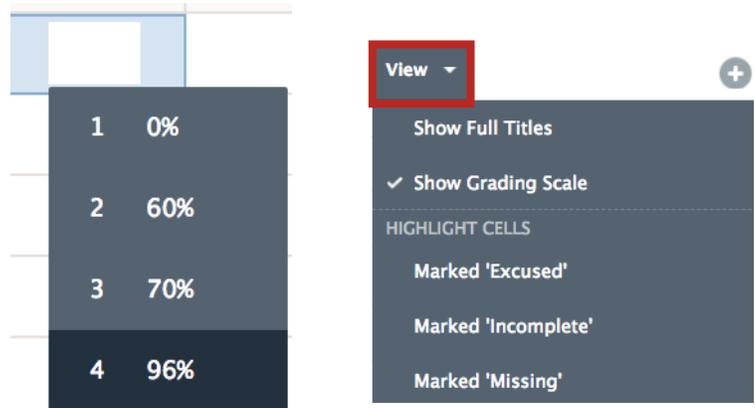
Purpose: Entering grades in the Schoology gradebook is required for the Elementary Grade PassBack (EGP) App.

Navigation: From your Course home page, click Gradebook. Enter grades in one of the following manners:

Option 1

Type grades one cell at a time or select grades from the pop-up window. You can use the arrow and tab keys to navigate between cells.

To enable/disable the pop-up window, click the drop down menu next to View and click Show Grading Scale.



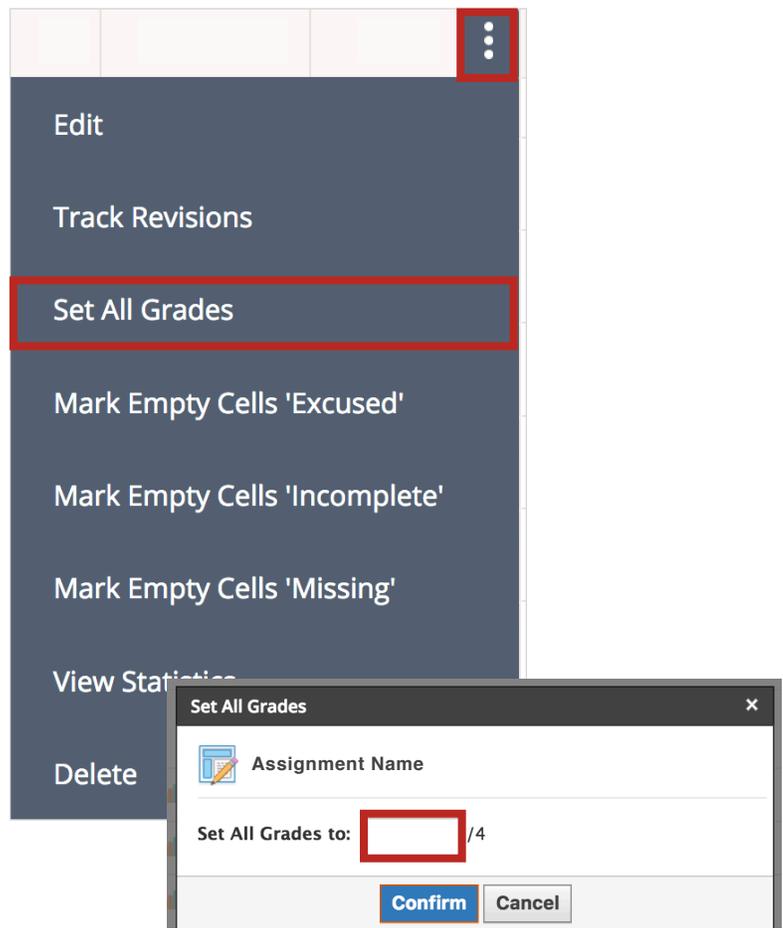
Option 2

This feature will allow you to give students the same grade for a specific assignment if most or all students have earned the same grade. Individual student grades can be changed, if necessary.

To Set All Grades, click the three vertical dots near the assignment name and select Set All Grades.

In the pop-up window enter the desired grade and click Confirm.

Note: This feature does not work when the assignment is graded with a rubric. For directions on how to create a rubric, please refer to the following job aid: bit.ly/LAUSDrubrics



PART 4: Mastery Setup



Purpose: Mastery reporting allows teachers multiple views to monitor and evaluate how students are progressing in any learning objective that has been aligned to assignments.

Navigation: From your Course home page, click Mastery on the left navigation panel.

Step 1

Click the gear icon and select Mastery Settings.

Student Achievement · Learning Objectives

	Number and ...				
Student Averages	2.38				
Student 1	2.5	² ☆	2.6	⁵ ☆	3
Student 2	☆ 3	² ☆	2.6	⁵ ☆	2.33
Student 3	3	² ☆	2.6	⁵ ☆	3

Step 2

Set the following mastery settings and Save Changes.

Mastery Settings

Set Achievement Levels

1 4

● Meets Expectations: Minimum

● Exceeds Expectations: Minimum

☆ Mastery - Meet/exceed expectations at least:

Grade Overall Learning Objectives by: Average ⓘ

Mastery Scale: Default Elementary Grade Scale

Save Changes Cancel

Recommended settings

Determine the number of times a student must demonstrate understanding of a concept by scoring at least the "Meets Expectations" minimum.

PART 5: Mastery Report (Class)

Purpose: Mastery reporting allows teachers multiple views to monitor and evaluate how students are progressing in any learning objective that has been aligned to assignments.

Navigation: From your Course home page, click Mastery located on the left navigation panel.

Each grade is color coded based on achievement thresholds and a star icon indicates mastery of the learning objective. The Mastery Report (see below) illustrates the achievement levels of an entire class/course at a glance. This report provides the following information for your class/course:

1. Whether the student meets or exceeds your expectations via color coding.
2. The Mastery progress for each learning objective.
3. The average student score per learning objective.
4. The number of graded materials associated with each learning objective.
5. Whether or not the student has achieved the desired level of mastery.

Student Achievement · Learning Objectives

	Number and ...	Problem Solvi...	Reasoning an...	Number and ...	Measurement ...	Operations an...	Modeling and ...	Eff
Student Averages	2.38	2.53	2.58	2.36	2.56	2.31		
Student 1	2.5	2.67	3	2.33	2.67	2.5		
Student 2	3	2.83	2.75	2.67	3	3		
Student 3	3	2.67	3	2.67	2.33	2.5		
Student 4	2	2.33	2.5	2	2.67	2.33	1.5	
Student 5	2	2.67	3	3	3.33	3	1.5	
Student 6	2	2.17	2.5	2.33	2.67	2.33	1.5	
Student 7	1.5	1.5	1.5	1.5	1.33	1.5	1.5	
Student 8	1.5	2.5	2.2	2.2	3	2.5	2.5	
Student 9	Mastery Achieved	2.17	2	1.5	2	2	2	
Student 10	3	2.67	2.25	2.33	2.33	2.33	3	
Student 11	3	3	3.5	3	3.33	3	2.5	
Student 12	1.5	2	2	1.67	2	2.33	2	

Measurement and Data

★ 3 / 13 Achieved Mastery

- 1 Exceeds Expectations
- 2 Meets Expectations
- 10 Does Not Meet

- 3 Multiplication
- 3 Use your hands to help with multiplication.
- 1 What do you know about multiplications?

PART 6: Mastery Report (Student)



Purpose: Mastery reporting allows teachers multiple views to monitor and evaluate how students are progressing in customized learning objectives aligned with the LAUSD ELEM CCS Report Card Domains.

Navigation: From your Course home page, click Mastery located on the left navigation panel. Then click on a student's name.

The Mastery Report (see below) provides the following information for each student:

1. Core subject areas
2. Domains for selected subject area
3. Click here to see a list of assignments aligned to this domain
4. Assignment scores/grades
5. Click here to view assignment

DISPLAY

Grading Period 3

ELA (K-6) 1

Mathematics (Grades 3-5) >

Mathematical Practices (K-6) >

Science (K-6) 5

History - Social Studies (K-6) >

Visual Performing Arts (K-6) >

ELA (K-6)

Foundational Reading Skills 2

Students have a working knowledge of concepts of print, phonological awareness, phonics, and word recognition. Students can accurately and fluently read connected grade level texts to support comprehension. Refer to Foundational Skills Standards 1-4. Further guidance at tinyurl.com/gradingELA

2 of 3 Observations Scored 3

Making Meaning from Text

Students can identify key ideas & details, analyze craft & structure, integrate knowledge from multiple sources, and read across a range of grade level complex texts. Refer to Reading Standards RL1-10 and RI 1-10. Further guidance at tinyurl.com/gradingELA

2 of 3 Observations Scored

Writing 2 3

Scored: April 17, 2018

Commas in a Series 4

Scored: March 13, 2018

Conversation Skills Not submitted

Due: March 13, 2018

Language Conventions, Effective Use of Vocabulary

Students clearly express ideas and arguments, and convey information using conventional English grammar and usage, capitalization, punctuation, and spelling. They apply and adapt their knowledge of language to different literacy tasks. They build on and effectively use a diverse vocabulary by analyzing context, word structure, and reference tools. Refer to Reading Standards RL1-10 and RI 1-10. Further guidance at tinyurl.com/gradingELA

1 of 1 Observations Scored

Effective Expression through Writing

Students can write coherent narrative, informative, and opinion texts by following a systematic process. Students can use technology to communicate according to audience and purpose, research to build and present knowledge, and write across a range of tasks, purposes, and

PERSONALIZED LEARNING SYSTEMS 2018

ELEMENTARY GRADEBOOK QUICK START

PART 7:

Elementary Grade PassBack (EGP)



Purpose: The Elementary Grade PassBack (EGP) App will use calculated grades from the Schoology Mastery Report to populate progress report grades in MiSiS. Please note, the calculated grades will only include grades from assignments that have been tagged with LAUSD ELEM CCS Report Card Domain learning objectives.

Navigation: When the EGP App becomes available, from the Course home page, click EGP located on the left navigation panel.

The Elementary Grade PassBack class screen demonstrates the following:

1. Grading Periods
2. Sort Students
3. View Content Areas
4. Student Names
5. Student Grade (passed back from the Mastery screen)
6. Select Value for All Students (by domain)
7. Composite Score
8. Comments
9. Select Value for All (by student)
10. Override Option
11. Click student's name to access EGP student screen
12. Save
13. Submit to MiSiS
14. Status Log of Grade Submission

ELEMENTARY GRADE PASSBACK

The screenshot shows the 'ELEMENTARY GRADE PASSBACK' interface. At the top, there are three dropdown menus: 'GRADING PERIODS' (set to 'GP3'), 'SORT STUDENTS' (set to 'Alphabetically by first name'), and 'VIEW CONTENT AREAS' (set to '10 Content Areas'). Below these is a table titled 'English Language Arts' with columns for 'Foundational Reading Skills', 'Making Meaning from Text', 'Language Conventions, Effective Use, Vocabulary', 'Effective Expression through Writing', 'Effective Expression through Speaking and Listening', 'Composite English Language Arts', 'Comment', and 'Operat Algo Thi'. The table lists students: ADAM SIDDIQUI, AIDAN RUBIO, ALAYA MORALES, ALEX KONICK, CRISTIAN COUTO, GABRIELA PELAYO, HAYDEN CHOW, IZABELLA MALOUMIAN, JAZELLE CASTANEDA, and KENNEDY VINSON. Each student's row is highlighted in blue. A dropdown menu (callout 10) is open over the 'Effective Expression through Speaking and Listening' column for Alex Konick, showing options 1, 2, 3 (selected), and 4. Other callouts point to 'Fill Value For All' buttons for domains (9) and students (11), 'Save' (12) and 'Submit' (13) buttons, and a 'Status Log' link (14).

Student Name	Foundational Reading Skills	Making Meaning from Text	Language Conventions, Effective Use, Vocabulary	Effective Expression through Writing	Effective Expression through Speaking and Listening	Composite English Language Arts	Comment	Operat Algo Thi
ADAM SIDDIQUI	2 4	3 4	2 3	3	3	2		
AIDAN RUBIO	3 2	2	2 3	3	3	2		
ALAYA MORALES	4 2	2	3	3	3	2		
ALEX KONICK	2	2	4 3	3	3	2		
CRISTIAN COUTO	2	2	3	3	3	2		
GABRIELA PELAYO	3	3 4	3	3	3	2		
HAYDEN CHOW	2 4	3 4	3	3	3	2		
IZABELLA MALOUMIAN	4	3 4	3	3	3	2		
JAZELLE CASTANEDA	3	3	3	3	3	2		
KENNEDY VINSON	3	3	3	3	3	2		

ELEMENTARY GRADE PASSBACK

13 Save

14 Back to All Students

1
JANE DOE
ID 012345F067

2 SELECT DIFFERENT STUDENT

3 Attendance and Other Data

	GP1	GP2	GP3
Days Present	72	74	68
Days Absent	0	4	10
Days Tardy	0	0	0
ELPAC Level	4	2	3
ELPAC Score	289	568	603

English Language Arts

	GP1	GP2	GP3
Foundational Reading Skills	2	3	
Making Meaning from Text	2	3	3
Language Conventions, Effective Use, Vocabulary	3	3	3
Effective Expression through Writing	3	3	3
Effective Expression through Speaking and Listening	4	3	6
Composite English Language Arts	2	3	7
Comment			8

Mathematics Content

	GP1	GP2	GP3
Operations and Algebraic Thinking	3	3	4
Number and Operations in Base Ten	3	3	4
Measurement and Data	4	3	3
Geometry	3	4	3

The Elementary Grade PassBack student screen demonstrates the following:

1. Student Name and ID
2. Select Different Student
3. Attendance and ELPAC Level/Score
4. Student Grades (passed back from the Mastery screen) by Grading Periods
5. Override Option Opens Domain Pop-Up Window
6. Empty cells indicate no assignments were tagged with this learning objective/domain
7. Composite Score
8. Comments
9. Domain Pop-Up Window
10. Calculated Grade by Domain
11. Assignments Completed by Domain
12. Calculated Grade (upper right corner), Override Grade (center of cell)
13. Save Button (publishes results to the class screen)
14. Back to All Student (class screen)

9 Domain Pop-Up Window

ELA: Making Meaning from Text

3.75

MEETS GRADE LEVEL STANDARDS

Students can identify key ideas & details, analyze craft & structure, integrate knowledge from multiple sources, and read across a range of grade level complex texts. Refer to Reading Standards RL1-10 and RI 1-10. Further guidance at tinyurl.com/gradingELA

2 of 2 Observations Scored

ELA Art 1 Scored: July 9, 2018 4

ELA Art 1 Scored: July 9, 2018 3