

# Entering Assignments and Grades – Teachers

## Setting Standards Mastery as the Default

1. Go into the gradebook of a class. Click on the gear labeled **Options** at the top right-hand side of the screen.
2. Go to **Preferences** and select **Standards Mastery**. Scroll down and click **Save**. Click the X at the top of the page.

Gradebook Options Third Step

Load Defaults

It is possible to load the defaults configured by administration for the course level of which your class is a part. Load defaults will replace the current gradebook options with the defaults set in course level setup.

[Load Defaults](#)

Calculation

The calculation method is usually determined by a school's historical practice. Note that, using the same earned grades, the different methods produce different results.

Method: Points Time Frame: Term Decimals:

Preferences

First Step

Standards Mastery

Default Assignment Max Points

Web Progress Report

Standards Details

☐ Cap Category Grade at 100

☐ Cap Term Grade at 100

☐ Show Earned Points

☐ Show Curve Points

☐ Treat Missing and Incomplete as 0

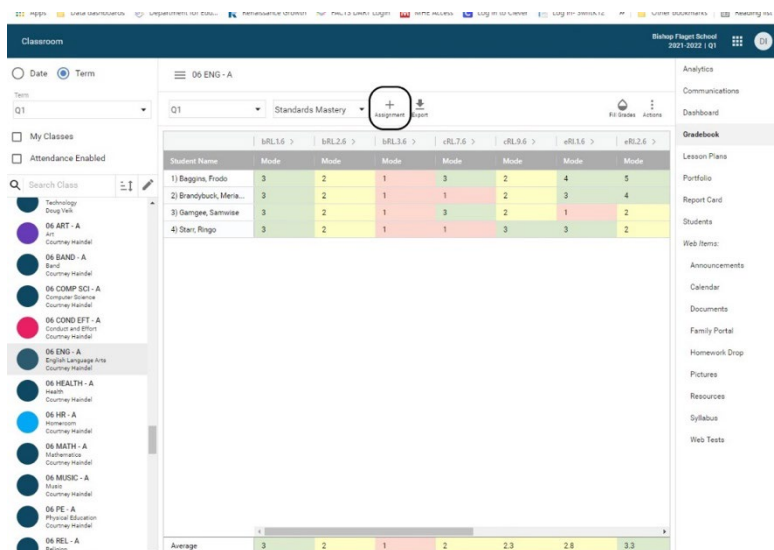
Letter Grades + Second Step

Cancel Save

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## Creating an Assignment

1. Click **+ Add Assignment** at the top of the gradebook.



2. Fill out template. Make sure that you put 4 for maximum points and hit **Save**. Standards show up on the right-hand side of the page. Click **Edit Standards** to bring up the list. Select your standards. Hit **Apply**.

The screenshot shows the assignment template form for 06 ENG - A > Q1. The form includes fields for Date Assigned, Date Due, Points, and Weight. The 'Points' field is circled with the number 4. The 'Standards' tab is selected, and the 'Save' button is circled at the bottom right.

| ASSIGNMENT         | GRADES                                 | STANDARDS |
|--------------------|--|-----------|
| Follow directions. |  |           |
| Date Assigned *    | (UTC-05:00) Eastern Time (US & Canada) |           |
| Wed, Sep 29, 2021  | 12:00am                                |           |
| Date Due *         | (UTC-05:00) Eastern Time (US & Canada) |           |
| Wed, Sep 29, 2021  | 11:30pm                                |           |
| Points *           | Weight                                 |           |
| 4                  | 1                                      |           |

Preferences

☒ Calc/Display ☐ Publish to Lesson Plan ☐ Mark as Test

Save & Close Save & Grade Save & New **Save**

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## Grading the Assignment

The screenshot shows a gradebook window titled "06 ENG - A > Q1". At the top, there are tabs for "ASSIGNMENT", "GRADE", and "STANDARDS". The "STANDARDS" tab is selected. Below the tabs is a table with two columns: "Student Name" and a column for standards. The first row of the table is highlighted in blue and contains the student name "1) Baggins, Frodo" and the standard "bRL.1.6". The standard "bRL.1.6" is circled in red. In the top right corner of the window, there is a button labeled "Fill Grades" which is also circled in red. Above the table, there are icons for "Assignment", "Copy", and "Delete".

| Student Name            |         |
|-------------------------|---------|
| 1) Baggins, Frodo       | bRL.1.6 |
| 2) Brandybuck, Meriadoc |         |
| 3) Gamgee, Samwise      |         |
| 4) Starr, Ringo         |         |

2. The standard will show at the top. Put in the “grades” for this standard by entering the corresponding number, 1=N, 2=W, 3=M, 4=E. Teachers can use the **Fill Grades** button at the right hand top. If an assignment has not been turned in, teachers should put in the code “55” to flag it as a missing assignment.

### List of Gradebook Codes:

**11 – Insufficient Evidence**

**44 – Excused (Insufficient Evidence)**

**22 – Modified Curriculum (On IEP or Service Plan)**

**55 – Missing**

3. Teachers can also go into the Gradebook and grade the standards there as well.