



Ventura County SIS Grade Book



Ventura County SIS Grade Book

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VCSIS Grade Book Overview

Ventura County SIS (VCSIS) Grade Book is used to set up, enter and report student grades. In addition to calculating and reporting grades, the Grade Book is used in the PULSE application, which helps administrators track student progress across all scheduled classes. Elements of the Grade Book are visible in the Parent Portal.

The Grade Book Manager is a tool used by districts to assist the teachers in creating similar grade book setups for consistent parent communication. Each district can choose to pre-set all areas, pre-set some areas or pre-set none of the areas. Each element can be set as required (no edits allowed) or not required (edits allowed).

Selecting a class

After starting the Grade Book, use the Find button or arrow keys to begin working with the specific class.

Before using the Grade Book, each class section must be configured. If all elements are set to required/no edits by Grade Book Manager, teachers can click on the elements to view the defined elements.

Grade Book Setup

The Configuration Tab

The configuration tab selection displays needed / recommended grade book item setup. This display provides a quick look at setup to determine which classes have been configured for use.

Configuration Checklist									
Teacher Preferences									
Options	Categories	Grading Scale	Scoring Options	Groups	Period	Term	Crs-Sect	Course Title	
✓	✓	✓	✗	✗	1	Q1M	F3173-1	FRENCH 7	
✓	✓	✓	✗	✗	1	Q2M	F3173-2	FRENCH 7	
✓	✓	✓	✗	✗	1	Q3M	F3173-3	FRENCH 7	
✓	✓	✓	✗	✗	1	Q4M	F3173-4	FRENCH 7	
✓	✓	✓	✗	✗	3	Q1M	F3173-7	FRENCH 7	
✓	✓	✓	✗	✗	3	Q2M	F3356-1	French 5	

The first time the class is selected, the user will automatically be directed to the Configuration screen.



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Applying District Default Configuration

Users can click the **Configure** button to automatically apply defaults set by the district/school or select each element to configure manually.

Setting Preferences

This setting defines teacher preferences for all assigned sections. Click the check box to turn the preference on.

- Calculate grades using tasks due on or before current date: The displayed grade will be calculated using only the marks entered for tasks with a due date of up to and including today's Date.
- Display only active students in roster: Displays only active students as of today's date in roster view.
- Display point totals with calculated grades: Displays points earned, possible points and the mark in the tabs.
- Include TA: Teacher Assistant.
- Edit assignment scores on spreadsheet tab: When checked, allows score entry on the spreadsheet tab.
- Default assignments comments to "Shared": Comments entered by the teachers are turned on for viewing in Parent Portal and Student Profile. Comments can be entered for each task assigned to a student.
- Sort assignments descending by due date: When checked, tasks are displayed in descending order (latest first) in the spreadsheet view.

When selections are complete, click Submit button at the top of the screen.



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Setting Options

These settings define how scores will be displayed, entered, and calculated for an individual section.

<input type="checkbox"/>	Term	Pd	Crs-Sect	Course Title
<input checked="" type="checkbox"/>	S1H	1	13011-3	Jr Comp/Lit 1
<input type="checkbox"/>	S2H	1	13012-3	Jr Comp/Lit 2
<input type="checkbox"/>	S1H	2	21021-3	Spanish 2-1
<input type="checkbox"/>	S2H	2	21022-3	Spanish 2-2
<input type="checkbox"/>	S1H	3	14043-1	AP Eng Lit & Comp
<input type="checkbox"/>	S2H	3	14044-1	AP Eng Lit & Comp
<input type="checkbox"/>	S1H	5	14043-2	AP Eng Lit & Comp
<input type="checkbox"/>	S2H	5	14044-2	AP Eng Lit & Comp
<input type="checkbox"/>	S1H	6	13011-5	Jr Comp/Lit 1
<input type="checkbox"/>	S2H	6	13012-5	Jr Comp/Lit 2

Settings can be applied to one or all sections assigned to the teacher. Use the list on the right to select multiple sections.

- Assignment Results Displayed and Entered As: Select **Numeric** or **Grade Value** as the entry method. When a grade value is used to enter a score, a percentage value is assigned to the letter grade. This percentage value will be the midpoint percentage value between the letter grade assigned and the next highest letter grade.

Note

The Numeric Value option is the Grade Book default. In most cases a numeric score value allows for a more precise grade calculation because no interpolation to a midpoint percentage is required.



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- Calculate Student Grades Using: Select **Point** or **Percentage** Method of calculating grades.
 - **Point Calculation Method** - When grades are calculated using the Point Calculation Method, all points received by a student and all points possible are each summed. The total points received by the student are then divided by the total points possible and the grade is assigned based on the resulting percentage. Category weights are simple multipliers when using this grading method. That is, all points possible and received are multiplied by the category weight prior to being added to the sum.

If a teacher chooses to base her grade calculation completely on the number of points correct divided by the possible points across all assignments then she will set the weight to one (1) for all categories and set the calculation method to Point.

Category	Weight	Pts Possible	Pts Received By Student
Homework	2	200	100
Quizzes	3	50	50
Exams	5	100	75
Points Received = $(2 \times 100) + (3 \times 50) + (5 \times 75) = 725$ Divided By Points Possible = $(2 \times 200) + (3 \times 50) + (5 \times 100) = 1050$ Equals .690 or 69.0% for the term			

- **Percentage Calculation Method** - When grades are calculated using the Percentage Calculation Method, category weights indicate the relative percentage each category should have on the final calculated grade. This provides the ability to specify the influence any given category has on the calculated grade despite number of points possible in that category. When using this method, points received within each category are divided by points possible for the category arriving at a category percentage. That result is then multiplied by the weight for the category divided by the sum of all category weights. The resulting percentages are then summed to arrive at the overall percentage for the term.

Category	Weight	Pts Possible	Pts Received By Student
Homework	2	200	100
Quizzes	3	50	50
Exams	5	100	75
Homework = $(100 / 200) = .5 \times (2 / 10) = .1$ or 10% Plus Quizzes = $(50 / 50) = 1.0 \times (3 / 10) = .3$ or 30% Plus Exams = $(75 / 100) = .75 \times (5 / 10) = .375$ or 37.5% Equals .775 or 77.5% for the term			



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- **Missing Assignment Scores:** Determines if blank scores will be included in mark calculation as a zero.
- **Assignment Publishing to Profile and Parent Connect:**
 - Clicking Share Assignment Information with Those Permitted Access will turn on permissions to view Assignments in the Parent Portal. Do Not Share will turn off assignments for the selected teacher and section/period.
 - Display Current Calculated Grade Book mark will show the current percentage and corresponding letter mark. Do not Display will hide the information.
 - Calculated marking term to display : Shows the assignment and mark information for the selected term or current term. If set to current term, will display the term based on the term dates.
 - Display/Do Not Display Assignment Class Average. Shows/Hides the Assignment Class Average from Parent Portal or Student Profile. Assignment Class Average is always available to the teacher display.
 - Display/Do Not Display the Assignment Percentage Value. Points possible and points earned are displayed when Share Assignments is turned on. This control displays the percentage value of the assignment.

When selections are complete, click Submit button at the top of the screen.

Setting Categories

Categories are types of assignments, such as Projects, Quizzes, Tests, etc. One category must be setup for each course. If the course requires a final exam, there MUST be a category called Final Exam with a different Mark Type.

Seq	Description	Mark Type	Weight	Task Count
1	Academics	Academic	1.00	2
2	Final Exam	Final Exam	1.00	1
3	Participation	Academic	1.00	0

Users can have as many categories as needed. Categories can be weighted as necessary. Reminder: weights will multiply points. Weighting is also available for assignments/tasks.

- Click **Add**. Enter the category description, select the mark type, and enter the weight. To add multiple categories, click the Add button. When finished, click the Submit button.

Using the Extra Credit Category

Extra credit can be assigned by adding extra points to an existing assignment, creating an extra credit assignment, **or** using the extra credit category.

- **Extra Credit Assignment** – when the assignment is created the Extra Credit flag can be set to on for the assignment. The Extra Credit flag, when turned on for any assignment, tells the grade calculation to include the points awarded to the student in the total points received without adding the points possible to the total points possible.



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- **Extra Credit Category** - Teachers have the ability to define an extra credit category. All assignments in this category will be counted as extra credit added to the student's calculated grade up to the specified maximum amount. This will have no effect on individual assignments flagged as extra credit that will be included in grade calculation within other categories.

How the Extra Credit Category Works

The Extra Credit category may be used to increase a student's overall percentage for a given term up to the specified amount. After calculating the student's percentage for the term using the grading method specified in Class Options, the number of points received in this category are divided by the number of points possible in this category. That value is then multiplied by the category weight (limit) and divided by 100. This result is added to the student's calculated percentage to arrive at his/her final percentage for the term.

Note

Assignments in this category should **not** be flagged as extra credit. Doing so will add to the student's points received without adding them to the points possible for the category. This may result in undesired results.

Category	Weight	Pts Possible	Pts Received By Student
Extra Credit	5%	100	80
<p>If a student's calculated grade resulted in an overall percentage of 78.6% for the term, that value is then increased by: $(80 / 100) = .8 \times 5\% = 4.0\%$ Equals a total of 82.6% for the term (78.6% + 4.0%)</p>			

Setting the Grading Scale

You may define one standard and any number of alternate grading scales for each mark type. This improved functionality allows you to apply an alternate grading scale to special populations of students receiving modified instruction and to calculate marks for citizenship and other mark types not previously supported.

Note

A separate scale with different cut points can be set for students for modified instruction. Based on district preferences, this may be pre-defined.



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Setup Areas

Please configure the grading scale as desired. Select the classes to apply the scale to on the right. When submitted, the grading scale will be applied to all classes. A Minimum Percent value blank (empty) will omit that mark from the class grading scale. One mark must have a minimum percent of zero.

Adding Alternate Scale

Scale Name:

Mark	Min Pct	Color
A+	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>
A-	<input type="text"/>	<input type="text"/>
B+	<input type="text"/>	<input type="text"/>
B	<input type="text"/>	<input type="text"/>
B-	<input type="text"/>	<input type="text"/>
C+	<input type="text"/>	<input type="text"/>
C	<input type="text"/>	<input type="text"/>
C-	<input type="text"/>	<input type="text"/>

<input type="checkbox"/>	Term	Pd
<input checked="" type="checkbox"/>	Q1M	1
<input type="checkbox"/>	Q2M	1
<input type="checkbox"/>	Q3M	1
<input type="checkbox"/>	Q4M	1
<input type="checkbox"/>	Q1M	3
<input type="checkbox"/>	Q2M	3
<input type="checkbox"/>	Q3M	3
<input type="checkbox"/>	Q4M	3
<input type="checkbox"/>	Q1M	4

- Click **Add**, enter the scale name. For each Min Pct, enter the minimum value to earn that grade. MISTAR does not round. Set the colors of the font as desired.

NOTE

Each mark type selected in category setup MUST have a grading scale defined, including the Final Exam scale. One mark value must have a minimum percent of zero.

When selections are complete, click Submit button at the top of the screen.

Setting Scoring Options

User can apply special circumstances to tasks. Descriptions are viewed on the tasks in the Parent Portal, colors are viewed in the Grade Book Spreadsheet tab.

Setup Areas

Score Options

<input type="checkbox"/>	Code	Description	% of Score Earned	OR	Ignore Task	Color
<input checked="" type="checkbox"/>	E	Excuse Student from T	<input type="text"/> %	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	L	Late Submission	10.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Z	Zero Score	0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>			<input type="text"/> %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

<input type="checkbox"/>	Term
<input checked="" type="checkbox"/>	Q1M
<input type="checkbox"/>	Q2M
<input type="checkbox"/>	Q3M
<input type="checkbox"/>	Q4M
<input type="checkbox"/>	Q1M
<input type="checkbox"/>	Q2M

- Click **Add**, enter a code and description.
- Select either the % of Score Earned – can define a different method grade book will calculate an entered score OR Ignore Task. Ignore Task – does not include the assignment in grade calculations.

When selections are complete, click Submit button at the top of the screen.



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Setting Groups

Groups are a powerful new feature for VCOE SIS Grade Book. Groups can be used to give assignments to subsets of students or exclude certain students from assignments. Users can set groups within a classroom and assign students to the groups. Students can only be in only **one** group at a time per class.

Click **Add**. Enter a Code and Description of the group, define a Color. Submit.

Click Group Students. Use the radio button to select the group, then click on the student name to add the student to a group. Use the broom icon to remove the student from the group.

Enrolled On: 11/25/2011 Assign Group: <input checked="" type="radio"/> Semester <input type="radio"/> Trimester	<table border="1"> <thead> <tr> <th>Clear</th> <th>Student Name</th> <th>Ident</th> <th>Group</th> </tr> </thead> <tbody> <tr> <td></td> <td>Abdallah, Alina</td> <td>20004548</td> <td></td> </tr> <tr> <td></td> <td>Abdallah, Sara Hani</td> <td>20010635</td> <td>Trimester</td> </tr> <tr> <td></td> <td>Al Haj Ahmad, Abbas A</td> <td>20011896</td> <td>Semester</td> </tr> <tr> <td></td> <td>Al-Jabery, Mohammed</td> <td>20002438</td> <td>Trimester</td> </tr> <tr> <td></td> <td>Al-Slami, Kassim Abdulzahra</td> <td>20012049</td> <td>Semester</td> </tr> </tbody> </table>	Clear	Student Name	Ident	Group		Abdallah, Alina	20004548			Abdallah, Sara Hani	20010635	Trimester		Al Haj Ahmad, Abbas A	20011896	Semester		Al-Jabery, Mohammed	20002438	Trimester		Al-Slami, Kassim Abdulzahra	20012049	Semester
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	Al-Slami, Kassim Abdulzahra	20012049	Semester																						

When selections are complete, click Submit button at the top of the screen.

Setting Assignments

New assignments can be created through this option. To copy assignments from another current section for the same course or a previous year section for the same teacher or course see the section titled *Using Copy* below.

Create assignments for students or groups of students.

Assigned On: 11/25/2011
Task shows in Student/Parent Connect on this date unless Display On is after.

Display On: 11/25/2011
Task will NOT show in Student/Parent Connect BEFORE this date.

Due On: 11/25/2011
Task is Due on this date.

Title:

Short Title:

Category: Participation (Final Academic)

Pts Possible:

Weight:

Assignment Graded Hidden Extra Credit

Instructions:

Teacher Note:

Select students that are NOT responsible for this Assignment (light row color) by clicking on their name, or selecting one or more of the Group Filters.

Students	Students Responsible for Assignment	Group
<input type="checkbox"/>	Abdallah, Alina (20004548)	
<input type="checkbox"/>	Abdallah, Sara Hani (20010635)	Trimester
<input type="checkbox"/>	Al Haj Ahmad, Abbas A (20011896)	Semester
<input type="checkbox"/>	Al-Jabery, Mohammed (20002438)	Trimester
<input type="checkbox"/>	Al-Slami, Kassim Abdulzahra (20012049)	Semester

Select All

Exclude Group

Semester

Trimester



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- Click **Add** and enter Assigned Date, Display Date, and Due Date.
- Enter **Title** (what parents/students see) and **Short Title** (what displays in grade book on spreadsheet)
- Select **Category, Points Possible** and **Task Weight**
- Select **Attributes** if needed
 - Assignment Graded (Can leave unchecked until assignment is marked; see spreadsheet grading)
 - Hidden (Viewable only to teacher in grade book, but is still calculated.)
 - Extra Credit (ignores the points possible in the calculation, but must set the points possible to 1 or greater.)
- Enter **Instructions** (viewable on Parent Portal) and **Teacher Notes** (for teacher only).
- **Select Students** to assign (Note: All students will be assigned to the task. Students can be excluded using the group or by clicking an individual student name).

When selections are complete, click Submit button at the top of the screen.

Using Copy

Copy selected areas to other classes assigned to the same teacher.

Use the Copy Setup function to retrieve Gradebook elements from archived information and copy selected elements to current classes in your gradebook.

Item to Copy: Year / Term / Period / Class

Copy From:

Class Options

Assignment Results Displayed and Entered As
Numeric Score Values

Calculate Student Grades Using
Point Calculation Method

Missing Assignment Scores
Count As Zero In Grade Calculations

Assignment Publishing (Profile, ParentConnection)
Share Assignment Information With Those Permitted Access

Apply To			
<input type="checkbox"/>	Term	Pd	Crs-Sect

Items available to copy include Categories, Grading Scale, Score Options and Assignments

Note

Assignments are available from previous years for the same teacher and same course.

Navigating Grade Book

After the Grade Book is configured, the user will use tabs to navigate between the functions.

Roster | Spreadsheet | **by Student** | by Task | Calc/Post | Setup

Show By: Term or Date Range Semester 1 High School

Students Enrolled as of 08/06/2012 or All Students

Mark Type: Academic



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Roster

The roster view shows enrolled students, current marks, and class statistics as a summary.

Roster view shows students enrolled in the class. Using the icons    , teachers can view photo, contact and attendance information. Other filters for mark types, terms/date ranges and all students/student enrolled as of a specific date are available.

Mark Types

Academic and Final Exam, and/or as defined by district preferences. Each will calculate the tasks in the categories assigned to the mark type.

Spreadsheet

The spreadsheet view shows the assignments and students in a grid form with tasks and scores.

Users can view all task categories at one time. When the ‘All Categories’ drop down is selected, the first category in the list will be the displayed mark. The category drop down can be used to filter the tasks.



#	Student (ID)	Grd	Pct	Pts	Poss	paper 2 50pts 9/4/2012	Final Ex 100pts 9/4/2012	paper 1 100pts 8/9/2012
	20000065	B	85.3	128.0	150.0	43	75	85

Green – assignment is calculated in the mark.
 Red – assignment is not calculated in the mark.
 Clicking the red/green icon will change the status. Click Submit to update the calculation.

To edit scores on the spreadsheet, make sure the Preference is set in the Configuration area. Using the tab key moves the focus of the cell to the right. To navigate down the roster, use the down arrow key.

By Student

This view allows the user to select a specific student to view/enter/update task scores. Click the “Students” roll out screen to select a student.

Clicking the hyperlink of the Assignment will show the user more details about the task. Attendance code is shown for the day the assignment/task is due. Make sure to Submit any changes before leaving this screen, or changes will not be saved to the database.

By Task

This view allows the user to select a specific task to view/enter/update tasks and task scores. Assignment Graded checkbox : allows the user to enter tasks and scores, but will not calculate the scores until the grading is completed. Can be switched on and off as needed.

Auto -fill

Next to the score, count as (score options) and comment boxes are auto-fill icons. Fill in the desired value in the top level, then click the down arrow to apply the same value to all students in the roster. Individual adjustments may be made by clearing the information and typing in new information.



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Standards

If Standards are configured for this class, they may be entered here. Standards are associated with tasks/assignments in either the Configuration > Assignments or using the Edit Task button on the Assignments screen.

Task Detail

Shows a read only summary of the task, including students assigned to the task.

Edit Task

Opens the task edit pane. Users can change any of the properties of the task. Use the Submit button if any changes are made.

Add Task

This option opens the Add Task pane. Users can add new tasks to the selected period/section.

Calc/Post

This view allows the user to drop scores and post marks.

Drop Scores

If the user has not flagged individual scores to be dropped, this can be used to find and drop the lowest percentage score in the selected term. Select the term and student enrollment status, the number of scores to drop in each category and the tie-breaker. When selections are complete, select the Process button.

Post Marks

This process is used to create report card marks.
Select the term and mark type.

The user is presented with the Categories and calculated marks. If no adjustments need to be made, click the Post Marks button. If adjustments need to be made, user can return to the spreadsheet, by Student or by Task screens to make the desired adjustment. The printer icon displays a screen print of the marks.

Term calculations

Marking period grades from prior terms are presented, along with the final exam. Use the preview button to review the grades for the roster of students. Adjustments cannot be made on this screen. If marks are as expected, use the Post Marks button. The printer icon displays a screen print of the marks.