PTP SBG Quick Ref

Creating Assignments

Choose Practice for formative and Assessment for summative

Score Type should be Collected Only

Standards tab, then choose standards for the assignment

You can choose when/whether to publish scores in the Publish tab

Entering Grades

Has submitted assignment late AND has finally submitted a previously incomplete assignment

Has not submitted an assignment

Has submitted assignment on time

Don't use the other marks in the SCORE column – nothing bad will happen, but it's confusing for students and parents

Use the IEPAN marks in the standards columns.
A PURPLE mark means the score isn't counting in the final grade; a BLACK mark means it is counting. The color should be automatic based on assignment type; contact IT if not behaving as expected

Viewing Student Progress

Grading > Grades > Standards shows you all students, their scores for each standard, and their overall course grade.

Progress > Standards shows you grade distributions for each standard.

Students > Standards Progress shows you one student's scores for all standards and lets you drill down further to see which assignment scores are determining their standard scores.

Grading > Scoresheet gives you a quick view of which students are missing assignments or habitually turning in late work – see the blue Incomplete marks and red Late marks.

Getting Student Info

Home > sqlReports 5 has several reports that will give you student MAP and WIDA scores, email addresses, parent addresses, and more. This is also where you go to get a spreadsheet for an Incompletes or Not Yet mail merge.

Report Cards Quick Ref

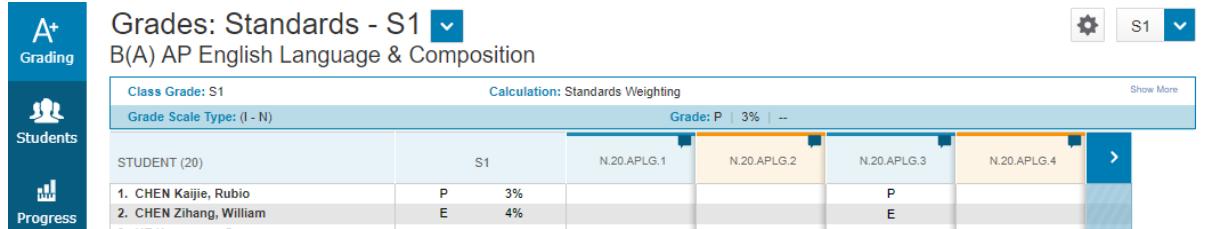## 1) Review overall course grades and standard scores

In the top-right make sure you're in S1 for S1 grades or Y1 for year-end grades.

Fear not the ⟳ - it means a student recently got a score higher than the one listed. You might consider manually overriding their grade.
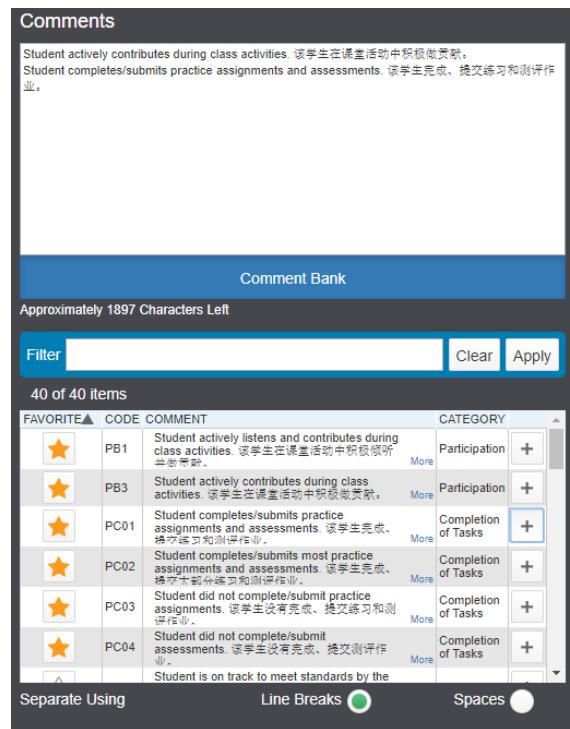
Go to Grading > Grades > Standards, which is the screen from where you submit final grades. It shows you all students, their scores for each standard, and their overall course grade.

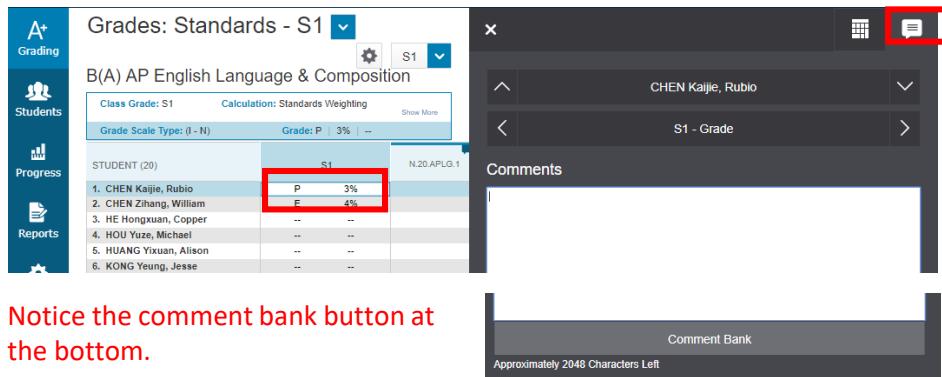## 2) Add comments for N, I and (optionally) other grades

Click on the S1 (or Y1) grade for a student. Then click the 💬 box in the top right. You will be able to free-type a comment.

Notice the comment bank button at the bottom.

Click on the ➕ button in the comment bank to add a comment.

These comments are available in English and Chinese.

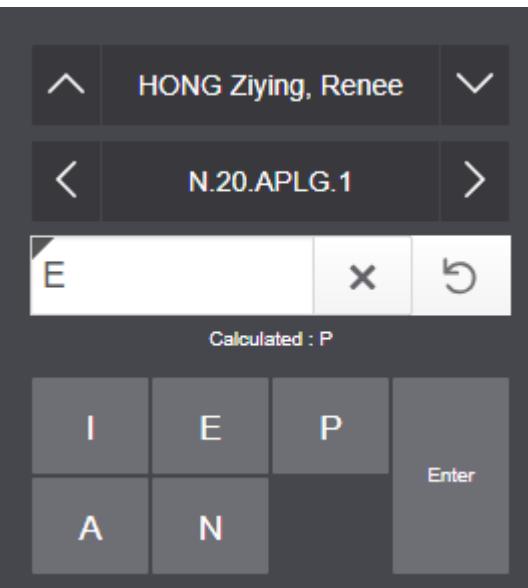Comments may be separated onto different lines (Line Breaks) or the same line (Spaces).

3) (opt.) Override grades

Click on a standard score or overall course grade and then choose a new one.

You will see the original Calculated grade and the new grade with a gray triangle.

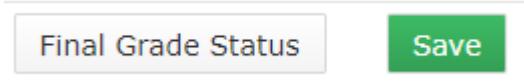The ↺ button will revert the grade to the Calculated grade.

The grey triangle indicates a grade has been manually overridden. Both standard scores and overall course grades may be manually overridden. The stay so until reverted by the teacher.

4) Indicate Final Grade Status

Look for this button at the bottom.

Check the box, add an optional comment and Save.