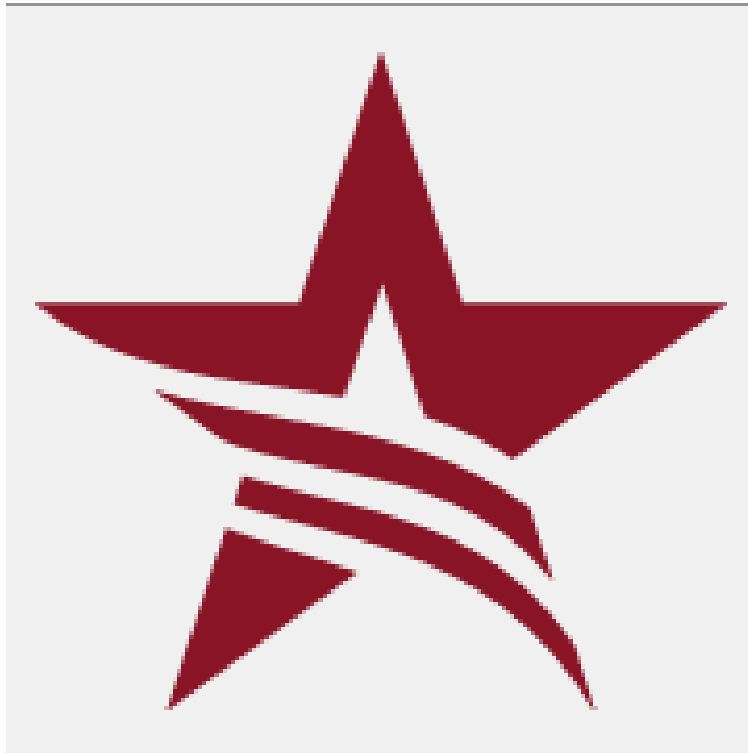


AMERICAN PREPARATORY ACADEMY
GRADING GUIDELINES - INSTRUCTORS

Revised 9-18-14



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Easy Grade Pro Initial Setup For Instructors

1. Double click “Easy Grade Pro” icon.
2. Go to ‘File’, then ‘New’
3. Type _(Your Last Name)_ Gradebook(year)
4. Click on ‘Save’
5. Click on ‘Add Classes’
6. Go to ‘Tool’, then ‘Add’, then ‘class’
7. Type in name of class
 - a. Reading
 - i. Reading Mastery _____ (put the standard numeral – not Roman numeral)
 - ii. Reading: LBDI Level _____
 - iii. Accelerated Reading [for decoding or comprehension classes]
 - iv. Reading: Horizons C/D
 - b. Math
 - i. Math: CMC Level _____ (use the capital letter for level designation)
 - ii. Math: Saxon Level _____
 - iii. Accelerated Math
 - c. Spelling (double dose reading students will not have a spelling class)
 - i. Spelling: Spalding (no level is included)
 - ii. Spelling: Latin Roots Level _____ (A or B)
8. Click ‘next class’
9. Repeat 7 & 8 until all classes are added.

Entering Student Data

When you choose a class in the menu for the first time it will tell you that you need to add students to that class. Click on “Type Student Names”. Refer to Master Academic for accurate spelling of each student name.

10. A box will appear wherein you can type in all kinds of information.

The following items are required:

- a. Last name (preceded by G-H code from Master Academic)
- b. First name
- c. Custom Label for Grade Level (You will type “Grade Level” over the words “Custom 1” then in the box next to it type grade level ex. “3rd Grade”)
- d. Custom Label for Homeroom Teacher. Type “Hmrm Teacher”. Include title, ex. Mrs. Jones
- e. E-mail address 1- Please type homeroom teacher’s e-mail in this box.

Setting up Class Criteria Options

11. Click on the icon with a check in a box
12. Go to “grade” tab
13. Select “standard scale” Change the scale to reflect APA standards:

The grading scale for each subject is:

A+ 97	C- 70
A 93	D+ 68
A- 90	D 66
B+ 87	D- 65
B 83	F 1
B- 80	* 0
C+ 77	
C 73	

14. Below “select grade scale”; select from drop down menu “rounding level for calculated percents”; Select “tenths place”
15. Select “tenths place”
16. Go to “category” tab
17. Use the **grading weights** spreadsheet to enter the correct categories and weights for each class. Each subject has its own categories and weights.

Bi-Monthly Progress Reports

Bi-Monthly Progress Reports Grades K-2

Grades should be input into Easy Grade Pro on a regular basis (daily/weekly). In grades K-2, bi-monthly reports are only sent home in two instances:

1. With students whose grades have dropped below a B- (80%) in any subject
2. With students who have ANY missing assignments in any subject area. Attach a missing work report to the student's bi-monthly progress report.

In either of these cases, the **group teacher** will e-mail a class summary for their whole group to the homeroom teacher of each student in the group. If a student has 80% or higher but has ANY missing assignments, a missing assignment report should also be e-mailed to the homeroom teacher.

Homeroom teachers will enter the bi-monthly progress report overall grade into their own gradebook to be ready to send on the day bi-monthlies are scheduled to go home (see the staff calendar for dates). If a student's grade in a homeroom subject drops below 80% (B-) in any category, the **homeroom teacher** will send a grade summary report to the parents by attaching it to the learning plan. Every other week, the parents of any K-2 students not at mastery (including missing assignments) will be notified by the homeroom teacher using the bi-monthly progress report.

Bi-Monthly Progress Reports Grades 3-6

Grades should be input into Easy Grade Pro on a regular basis (daily is recommended). Every other Wednesday in grades 3-6, Bi monthly progress reports (including missing assignments) for each subject are e-mailed by each group teacher to the student's homeroom teacher. Homeroom teachers will enter the bi-monthly progress report overall grade into their own gradebook and create the bi-monthly report. The bi-monthly reports are sent home attached to the learning plan.

Beginning of the School Year Bi-Monthly Reports – Group Grades

The first 3 weeks of school is a “no-grade time” in the reading, math, and spelling groups. Students' brains are waking up from summer break and teachers are still being trained. We are also using this time to place students into the correct reading, math and spelling groups. Scores should be kept by the group teachers so we have data to make our group decisions. **Homeroom teachers can keep grades in homeroom subjects, as this does not apply to homeroom grades, only group grades.** Group teachers should keep track of missing and late work

and let homeroom teachers know of any students who are not learning to be responsible or are struggling with good work ethic. Parents should be notified by the homeroom teacher and a plan should be established for students who have missing or late work.

New Students

Our focus for new students (for the first two terms of school) is helping them to adjust to the rigorous academic schedule and adapting to a new school socially. If necessary, teachers have the authority to grade new students on a different scale than the other students in their class. New students can be graded on their effort in any homeroom subject in which the teacher feels the student is trying their best, but needs additional time to adjust. **It is not appropriate that group teachers adjust their grades** as we need to get the students placed in the correct groups and we need accurate data to place them.

Instructor Group Grade Books

Each instructor will keep an updated copy of their group grade books on the computer in the workroom. If an instructor chooses to keep their grades on a home computer, their homeroom teacher's computer or their own personal laptop, they will use a jump drive each Wednesday to update their grades to the workroom computer. Passwords and login names should be given to the Academic Director so files can be accessed by Administration. Grades should be easily accessible in the event that a group teacher is not available at bi-monthly progress report or term report card time.

Late Work Policy

Elementary students are allowed to turn in work up to the end of term deadline for missing work. It is important for students to understand that doesn't go away. The responsibility to complete homework is an important aspect of the academic training necessary to academic success. Late work turned in after the term or year deadline will be submitted to the Academic Director for a case-by-case analysis. Teachers should always celebrate with students who turn in late work for accomplishing the goal of following through on a task. Teachers should reward and celebrate students without missing work on a regular basis.

Late Work Due To Illness

Teachers are expected to correct late work due to illness. If students are ill at the end of the term and are not able to complete the work (less than 3 days to make up work) the teacher can leave those grades off the term report card (not penalizing the student).

Late Work Due To Absence

Parents or student are expected to correct late work due to a scheduled absence.

Term Grading

On Tuesday, one week before report cards are scheduled to go out, each **group teacher** at American Prep (including homeroom teachers who teach groups) will create Grade Summary Reports for the students in each group they teach (see the Staff Calendar for specific dates that these reports are due to the homeroom teachers). The Grade Summary Report includes an overall grade for that subject as well as Category Grades ie: a grade for tests, for class work, homework and a grade for effort. Group teachers e-mail the Grade Summary Report to the homeroom teachers and the Academic Directors. Below you will find an example of a group Grade Summary Report as well as instructions on how to create and e-mail these reports.

Group teachers will use the categories and weights from the Grading Weights spreadsheet in their group grading. Student scores should never be inflated. This means that the total possible score is 100%. We need the student grades to accurately reflect the student's ability in their reading, math, and spelling groups (not their effort) so there is no extra-credit included in any group grades.

How To:

How to email class summary from Easy Grade Pro

Part I

1. Open group grade book
2. Click File; then Print [P or “printer” icon in toolbar]
3. In the space labeled “Report:” select **“Class Summary”**
4. In the space labeled “for:” select the group that is currently opened
5. Under main options: Student Identifiers- “Name only”; Include Students- “displayed only”; Sort students “by Last name”; Chart columns- .”3 items selected”- These are “Overall grades”, “Category grades”, & “#Missing assignments”; Include chart items “2 items selected”- These are “percents” & “grades”.
6. Under general options for all reports: Font- “Geneva”; Font Size “9 point”; Teacher name- Mr. _____, Mrs. _____, or Miss _____; Custom Report Title- click the box and type “Bi-Monthly Class Summary”; Click the box for “Include Class Name in Title”; Click the box for “Custom Report Date” and type the date.
7. Click Print
8. Click PDF drop down menu
9. In the space labeled “Save As:” type the name of the group plus the word “summary” [i.e. Saxon 7/6 summary]
10. In the space labeled “Where:” select Desktop [D]
11. Repeat for each group: Reading, Math, Spelling, History/Science

Part II

12. Open Email
13. Click “New” mail message [□N or “new” icon]
14. In the space labeled “To:” insert the name of the homeroom teacher
15. In the space labeled “Subject:” type **Class Summaries**
16. Attach the .pdf file - Click on the .pdf file on the desktop that you previously created in Part I and drag it into the message [repeat for each summary for that teacher]
17. Click “send” icon
18. Repeat for all teachers whose students you teach
 - a. When all summaries have been sent, click and drag each summary.**pdf** to the trash to clean up your work space
19. You’re done!

[How to print missing work reports](#)

1. Open group grade book
2. Select one of your group classes – repeat the following instructions for the rest of your groups (Reading, Math, Spelling, History/Science)
3. click the Print icon or use Command+p
4. from the “Report” drop down menu, select “Student Missing Work”
5. from the drop down menu “for”, select “All students in _____” (for the class you are printing missing work)
6. Scroll down to Reports Options
7. Click the following items (unclick all else):
 - a. **Include Student Title Options: Name only**

13. You're done!

Checklists

Class Summary Checklist:

- My Reports are titled “Class Summary” at the top as a header
- My Class Name is included with the title
- My name is included below the title with “APA” and the date
- My name has a title (Mrs., Mr. Ms.)
- The chart includes the following:
 - o Student names preceded by G-H code for each student
 - o Grade with percentage and letter grade
 - o Classroom categories including title and percentage
 - o I have double-checked grading weights are accurate according to Grading Weights spreadsheet
 - o Missing work column is included
- I gave one copy to the homeroom teacher
- I filed one copy in my data binder
- My grades are up to date weekly and on the workroom computer at school for easy access by administration (Academic Directors have my current password)