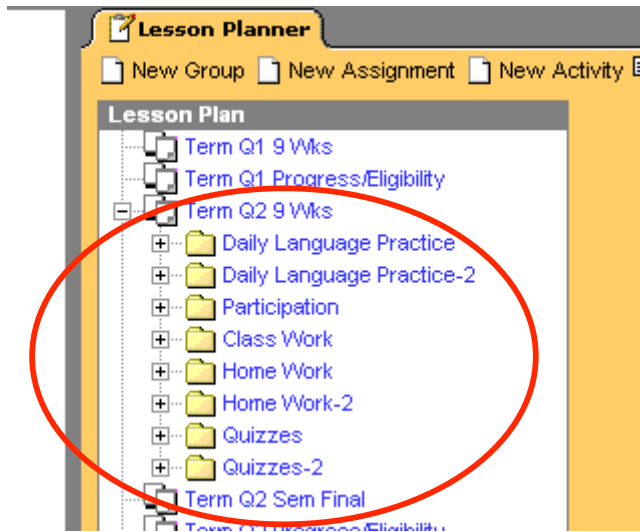


Denver Public Schools
Department of Tech Services
End of Semester Grading Step-By-Step Checklist for CONTINUOUS GRADING SYSTEM

Continuous Grading – This document will give you procedures for posting your end of term and semester grades if you keep a continuous gradebook (in other words, if you carried over your assignments from the first term to the next, you are keeping a continuous gradebook). There are only a couple of items to double check in your setup before you post your grades when using the continuous grading system.

1. Make sure that all of your groups and assignments are in the most recent term in the Lesson Planner.



2. Make sure that all of your scores are up to date in your gradebook.

Continuous Grading – Post your End-of-Semester Grades

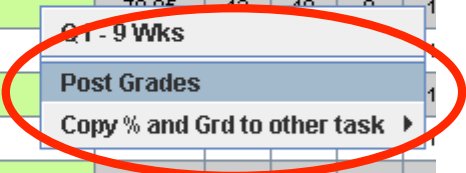
1. Open your Gradebook, make sure you are on the correct **Task**, and place your cursor over the **% column** of the green portion of the gradebook.

The screenshot shows a gradebook interface for Henry Middle School, Session 02) 01015-1 7th Lang Arts 1,2. The interface includes a navigation menu on the left and a main table of student data. A red arrow points to the 'Select a task' dropdown menu, which is currently set to 'Q2 - 9 Wks'. Another red arrow points to the '%' column header in the table.

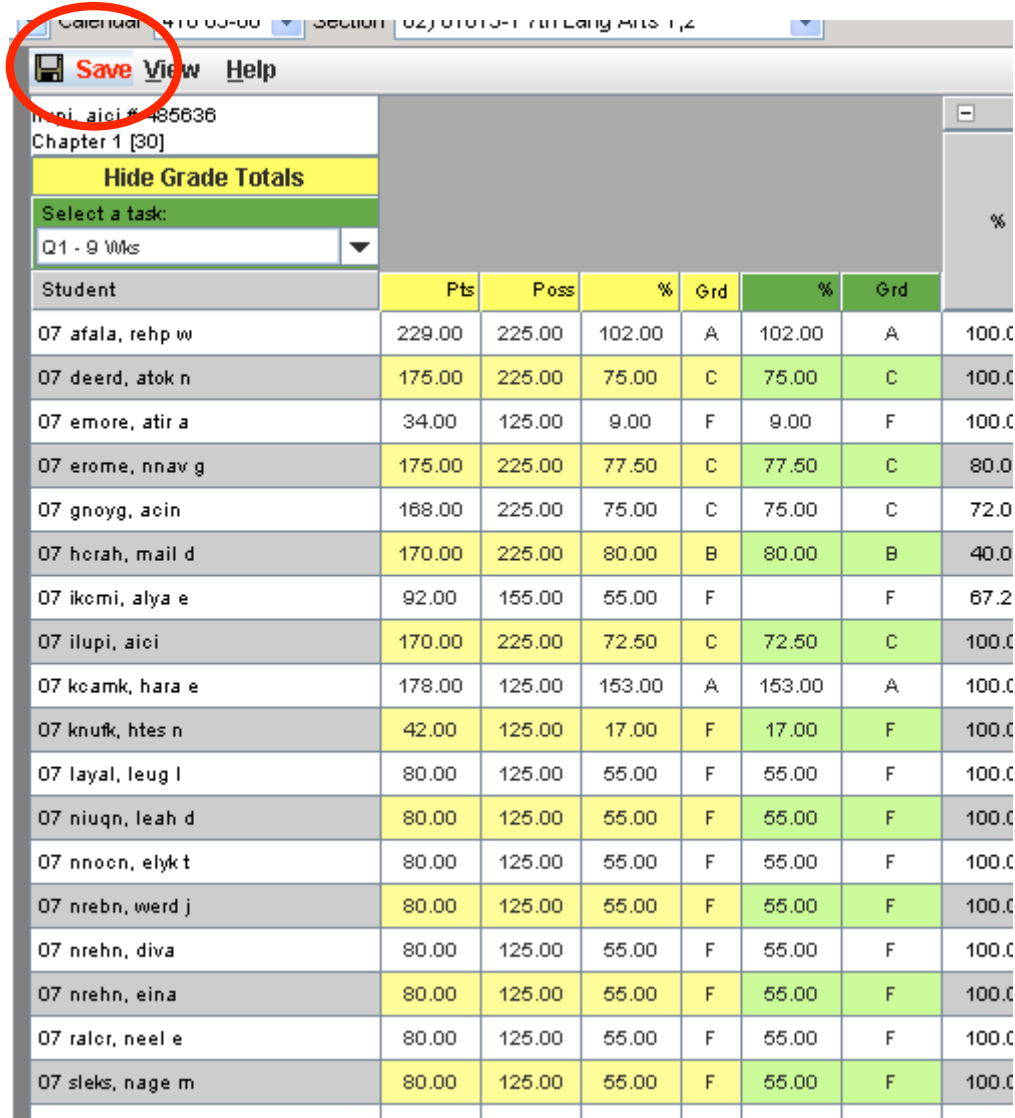
Student	Pts	Poss	%	Grd	%	Grd	%	Grd
07 afala, rehp w	229.00	225.00	102.00	A			100.00	25
07 deerd, atok n	175.00	225.00	75.00	C			100.00	25
07 emore, atir a	34.00	125.00	9.00	F			100.00	25
07 erome, nnav g	175.00	225.00	77.50	C			80.00	20
07 gnoyg, acin	168.00	225.00	75.00	C			72.00	18
07 horah, mail d	170.00	225.00	80.00	B			40.00	10
07 ikcmi, alya e	135.00	225.00	55.00	F			100.00	25
07 ilupi, aici	170.00	225.00	72.50	C			100.00	25
07 koamk, hara e	178.00	125.00	153.00	A			100.00	25
07 knufk, htes n	42.00	125.00	17.00	F			100.00	25
07 layal, leug l	80.00	125.00	55.00	F			100.00	25
07 niuqn, Leah d	80.00	125.00	55.00	F			100.00	25
07 nnoen, elykt	80.00	125.00	55.00	F			100.00	25
07 nrebn, werd j	80.00	125.00	55.00	F			100.00	25
07 nrehn, diva	80.00	125.00	55.00	F			100.00	25
07 nrehn, eina	80.00	125.00	55.00	F			100.00	25
07 ralcr, neel e	80.00	125.00	55.00	F			100.00	25
07 sleks, nage m	80.00	125.00	55.00	F			100.00	25
07 srals, rove l	80.00	125.00	55.00	F			100.00	25

2. With a Right Click (PC) or Control Click (Mac) of your mouse on the % column and select **Post Grades**.

Help							Daily Language Practice			
Totals							%	DLP1 [18]	DLP2 [12]	DLP3 [11]
Pts	Poss	%	Grd	%	Grd					
80.00	102.00	78.43	C			65.52	12		7	
112.00	124.00	90.32	A			87.80	17	11	8	
79.00	106.00	74.53	C			65.22		11	4	
86.00	124.00	69.35	D			70.05	12	10	0	
105.00	124.00	84.68	B							
110.00	124.00	88.71	B							
91.00	124.00	73.39	C							
91.00	124.00	73.39	C			75.61	13	10	8	
62.00	79.00	78.48	C			72.73			8	
98.00	124.00	79.03	C			70.73	12	7	10	
101.00	124.00	81.45	B			68.29	13	8	7	
105.00	124.00	84.68	B			75.61	16	7	8	
79.00	124.00	63.71	D			65.85	13	6	8	
72.00	124.00	58.06	F			63.41	12	8	6	
72.00	93.00	77.42	C			89.66	17		9	



3. Verify your grades are all listed and click **SAVE**.



The screenshot shows a software interface for a gradebook. At the top, there are dropdown menus for 'Calendar' (set to 10-03-00) and 'Section' (set to 02) 010101 Fall Early Arts 1,2. Below these is a menu bar with 'Save', 'View', and 'Help'. The 'Save' button is highlighted with a red circle. The main area displays 'Inpi, aici # 485636' and 'Chapter 1 [30]'. A yellow button labeled 'Hide Grade Totals' is visible. Below it is a 'Select a task:' dropdown menu currently showing 'Q1 - 9 Wks'. The main data area is a table with columns: Student, Pts, Poss, %, Grd, %, Grd, and a final % column. The table lists 18 students with their respective scores and grades.

Student	Pts	Poss	%	Grd	%	Grd	%
07 afala, reh p w	229.00	225.00	102.00	A	102.00	A	100.0
07 deerd, atok n	175.00	225.00	75.00	C	75.00	C	100.0
07 emore, atir a	34.00	125.00	9.00	F	9.00	F	100.0
07 erome, nnav g	175.00	225.00	77.50	C	77.50	C	80.0
07 gnoyg, acin	168.00	225.00	75.00	C	75.00	C	72.0
07 horah, mail d	170.00	225.00	80.00	B	80.00	B	40.0
07 ikomi, alya e	92.00	155.00	55.00	F		F	67.2
07 ilupi, aici	170.00	225.00	72.50	C	72.50	C	100.0
07 kcamk, hara e	178.00	125.00	153.00	A	153.00	A	100.0
07 knufk, htes n	42.00	125.00	17.00	F	17.00	F	100.0
07 layal, leug l	80.00	125.00	55.00	F	55.00	F	100.0
07 niuqn, Leah d	80.00	125.00	55.00	F	55.00	F	100.0
07 nnoen, elykt	80.00	125.00	55.00	F	55.00	F	100.0
07 nrebn, werd j	80.00	125.00	55.00	F	55.00	F	100.0
07 nrehn, diva	80.00	125.00	55.00	F	55.00	F	100.0
07 nrehn, eina	80.00	125.00	55.00	F	55.00	F	100.0
07 ralcr, neel e	80.00	125.00	55.00	F	55.00	F	100.0
07 sleks, nage m	80.00	125.00	55.00	F	55.00	F	100.0

5. With a Right Click (PC) or Control Click (Mac) of your mouse on the % column and select **Post Grades to other tasks** and select **Q2 – Sem Final** (the label for Q2 may be different in your school).

							%	DLP1 [18]	DLP2 [11]	DLP3 [4]	DLP4 [13]	DLP5 [9]	%
	Pts	Poss	%	Grd	%	Grd							
	311.00	476.00	65.34	D	65.34	D	47.73	13		1	2	5	100.00
	269.00	482.00	55.81	F	55.81	F	54.55	14	8	2	1	5	90.00
	396.00	497.00	79.68	B	79.68	B	78.18	14	8	3	10	8	100.00
	351.00	497.00	70.62	C	70.62	C	81.82	11	9	4	12	9	80.00
	299.00	478.00	62.55	D	62.55	D	50.91	13	8	0	3	4	40.00
	285.00	497.00	57.34	F	57.34	F	74.55	14	7	2	11	7	0.00
	417.00	497.00	83.90	B	83.90	B	72.73	16	7	3	7	7	100.00
	443.00	497.00	89.13	B	89.13	B	85.45	14	10	4	11	8	100.00
	411.00	497.00	82.70	B	82.70	B			3	1	9	1	100.00
	121.00	409.00	29.58	F	29.58	F			3	10	0	0	40.00
	438.00	497.00	88.13	B	88.13	B							0
	415.00	497.00	83.50	B	83.50	B	78.18	15					0
	323.00	497.00	64.99	D	64.99	D	83.64	14					0
	452.00	497.00	90.95	A	90.95	A	83.64	15					0
	438.00	497.00	88.13	B	88.13	B	76.36	15					0
	346.00	482.00	71.78	C	71.78	C	69.09	17					0
	363.00	497.00	73.04	C	73.04	C	80.00	10					0
	270.00	439.00	61.50	D	61.50	D	62.16						0
	430.00	497.00	86.52	B	86.52	B	76.36	17					90.00

Q2 - 9 Wks

Post Grades

Post Grades to other task ▶

Q1 - 9 Wks

Q3 - 9 Wks

Q4 - 9 Wks

Q2 - Sem Final

Q4 - Sem Final

Q1 - Progress/Eligibility

Q2 - Progress/Eligibility

Q3 - Progress/Eligibility

Q4 - Progress/Eligibility

6. Change to the Sem Final Task using the pull-down menu, and verify your grades are all listed correctly and click **SAVE**.

Hide Grade Totals

Select a task:

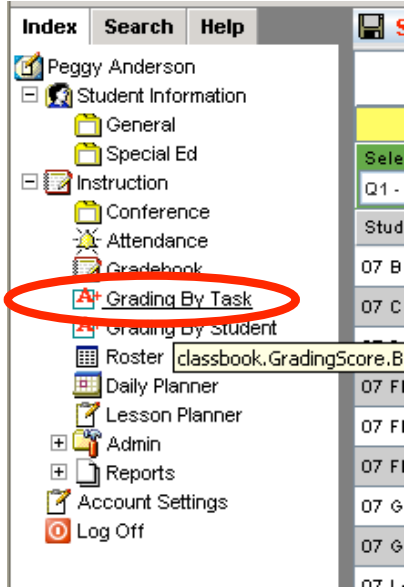
- Q2 - Sem Final
- Q2 - 9 Wks
- Q3 - 9 Wks
- Q4 - 9 Wks
- Q2 - Sem Final
- Q4 - Sem Final
- Q1 - Progress/Eligibility
- Q2 - Progress/Eligibility
- Q3 - Progress/Eligibility

	Pts	Poss	%	Grd	%	Grd
					75.34	D
					55.81	F
					79.68	B
					70.62	C
					62.55	D
					57.34	F
					83.90	B
					89.13	B
					82.70	B
					29.58	F
					88.13	B
					83.50	B
					64.99	D
					90.95	A
					88.13	B
					71.78	C
					73.04	C
					61.50	D
					86.52	B
					89.13	B
					6.68	F
					79.68	B
					36.33	F
					84.31	B
					39.54	A

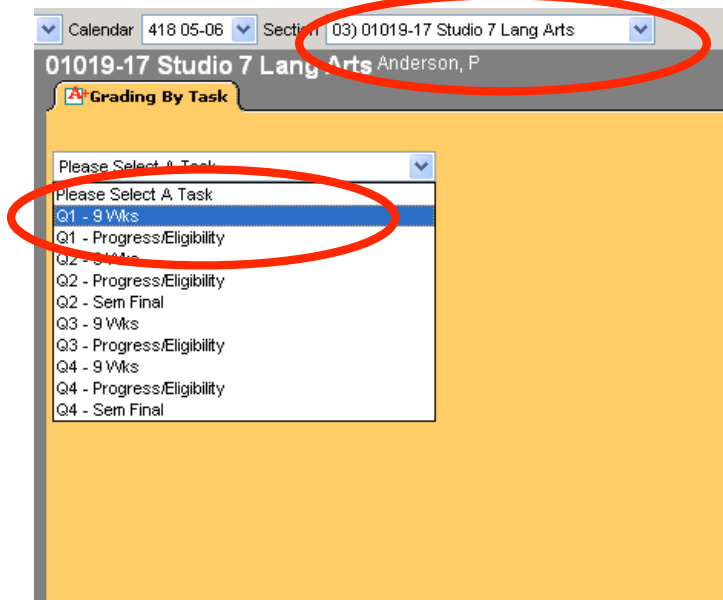
7. **Repeat for each of your sections.**

To Add Comments, Alter Grades, or to Enter Grades Manually

1. Click on the Grading by Task link in the navigation bar



2. Select your section and select the grading term from the pull-down menus.



3. Verify that student grades are correct.

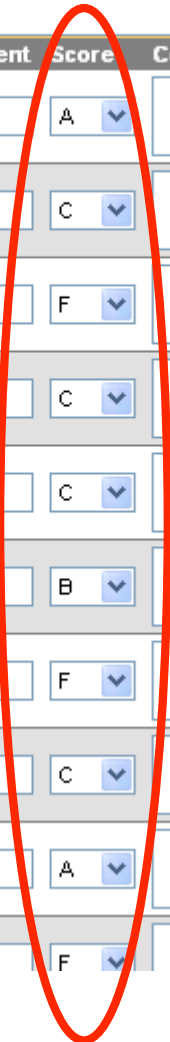
01015-1 7th Lang Arts 1,2 Anderson, Peggy

Grading By Task

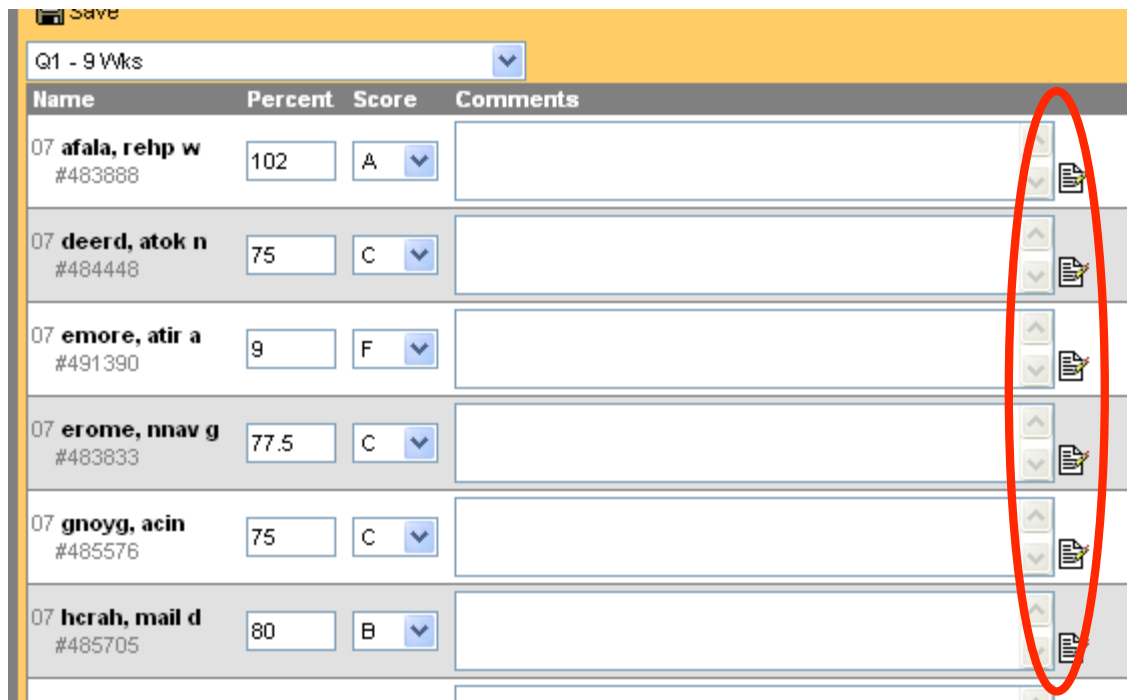
Save

Q1 - 9 Wks

Name	Percent	Score	Comments
07 afala, rehp w #483888	102	A	
07 deerd, atok n #484448	75	C	
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	
07 ikcni, alya e #647994		F	
07 ilupi, aici #485636	72.5	C	
07 kcamk, hara e #483236	153	A	
07 knufk, htes n	17	F	



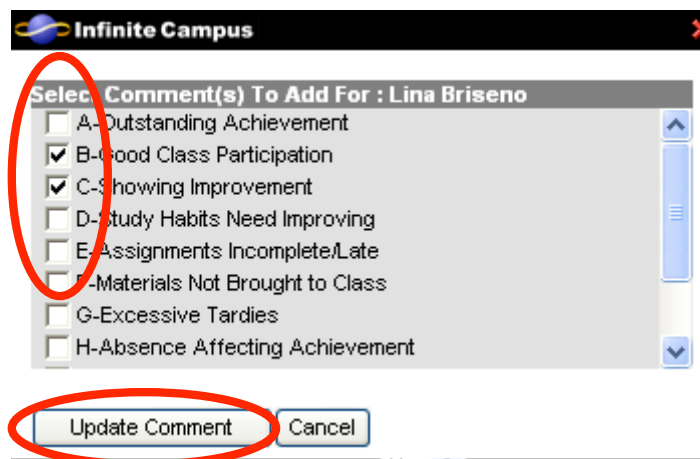
4. Click on the icon to the right of the comment field for those students for whom you wish to enter comments.



The screenshot shows a table with columns for Name, Percent, Score, and Comments. A red circle highlights the comment icons (a small document icon) located to the right of each student's comment field.

Name	Percent	Score	Comments
07 afala, reh p w #483888	102	A	
07 deerd, atok n #484448	75	C	
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	

5. Select the comment(s) from the pop-up window that opens and then click **Update Comment**.



6. Repeat this process to give comments to your remaining students and **click SAVE** when finished.

Name	Percent	Score	Comments
07 afala, rehp w #483888	102	A	B-Good Class Participation C-Showing Improvement
07 deerd, atok n #484448	75	C	A-Outstanding Achievement
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	D-Study Habits Need Improving G-Excessive Tardies
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	C-Showing Improvement

7. Repeat for each of your sections.

Calendar 418 05-06 Section 02) 01015-1 7th Lang Arts 1,2

01015-1 7th Lang Arts 1,2

Grading By Task

Save

Q1 - 9 Wks

Name Percent Score

07 afala, rehp w 102 A

Term Q1

- 01) 01019-1002 Studio 7 Lang Arts
- 02) 01015-1 7th Lang Arts 1,2
- 03) 01019-17 Studio 7 Lang Arts
- 04) 01123-2 7th Reading-Yr
- 05) 01021-19 Studio 8 Lang Arts
- 06) 01123-2 8th Reading-Yr
- 09) 09505-20 Study

Term Q2

- 01) 01019-1002 Studio 7 Lang Arts

8. Repeat for Semester Final Grades for all Sections (Classes).