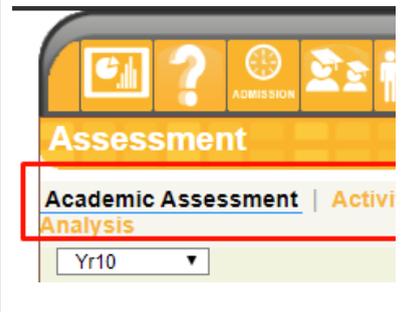


Topic: Assessment Premium - Grade Book

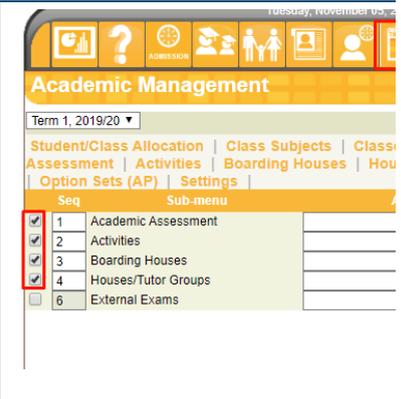
1 Assessment Premium:

Assessment Premium does not only consist of the Academic Tab. It also consists of the Houses, Activities, Boarding, and Results Analysis tabs.

Each tab consists of a full set of features, integrated with the respective Module.

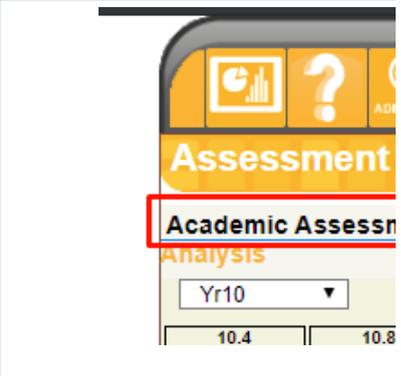


2 Each school has tabs that are may be differently named, and some of these tabs may appear to be missing. This is because Ed-admin allows every institution to personalise - and activate - any of the tabs that they wish to show in Assessment Premium.



3 In this guide, we will be focusing on the Academic Assessment tab.

NB: To read more on the other tabs, please check the online guides. You will find information relating to each tab.



4 Assessment Premium and Gradebooks:

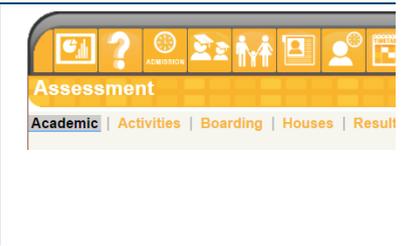
GB1.2: fixed format for end-of-term reporting, which is great for semester-based Education Institutions where various events are scattered during the semester and the end-of-term report is not directly linked to a mark book.

GB2 – standard grade book similar to well-known grade book software, such as Grade Book Pro, Grade Quick, etc.

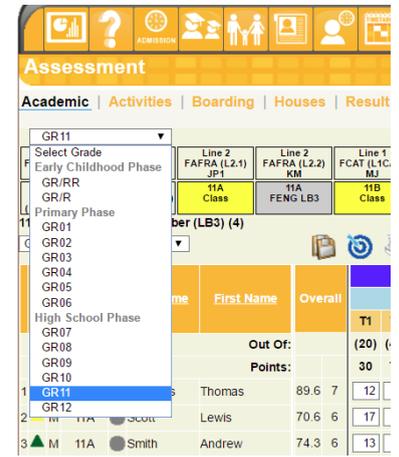
CBG: Criteria-based Grade book.
GB1.2: varies greatly in the setup a
GB2 and CBG are detailed below.

5 Assessment Premium Features:

Academic, activities, boarding, tutor groups and result analysis reports are all integrated within the AP module. All items related to reporting for students can be seen and analysed within the AP module. Report cards are edited, printed, emailed or published to the Parent Portal easily from the AP module. Within this guide, we are going to concentrate on the gradebooks in AP.



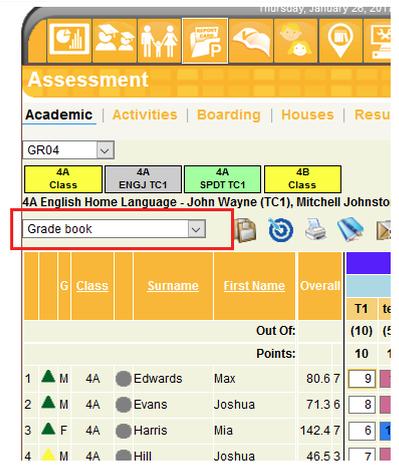
- 6 Staff with Administrator access or Assessment Premium Admin access are able to view all gradebooks in the institution; they are thus able to see all related subject assessment data for students.



- 7 Teaching members of staff will have restricted access; they will only be able to access those classes that they are teaching, they do not have access to view or edit other classes in the AP module.



- 8 There are various elements in AP but, in this guide, we are only looking at the gradebook mark calculation function. The gradebook view is usually the default view.

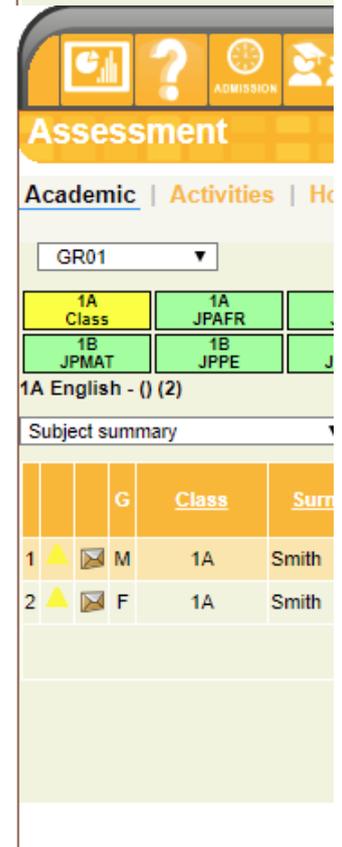
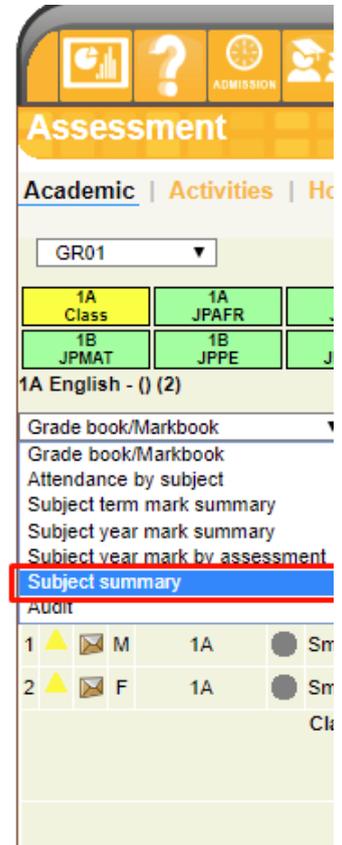


9 Summary View:

This screen can be different for various grades and is configured uniquely for each Educational Institution.

This is where aggregates from the Gradebook can be posted, if so desired. In the lower grades, aggregates are rarely posted to the summary view.

Instead, teachers determine their students' levels based on their review of specific criteria, assessments, or other methodology. Settings such as attitude, conduct, effort, or similar criteria are entered on this screen.

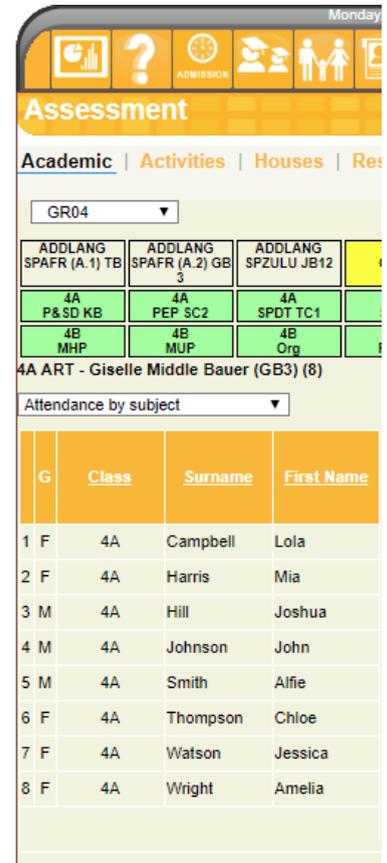


10 A: Periodic Attendance

This is an optional tab.

Periodic attendance is dynamically linked to the Timetable Schedule. A full cycle, containing all periods for this specific subject, are presented to the teacher.

The data from periodic attendance is used to calculate data that is presented on term reports.



11 Criteria-Based Assessment:

A subject must have an assessment program, as well as relative weightings of each component within that assessment program.

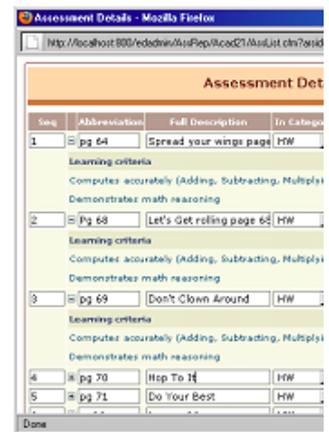
Often, when using criteria or standard-based assessments, the fundamental judgement teachers make about the quality of their students' work is subjective and hidden from students or their parents/sponsors/debtors.

The Ed-admin gradebook allows teachers to define assessment criteria within each assessment.

12 This link to Assessment Criteria is automatically made available, if there are any criteria created for assessments in that subject.

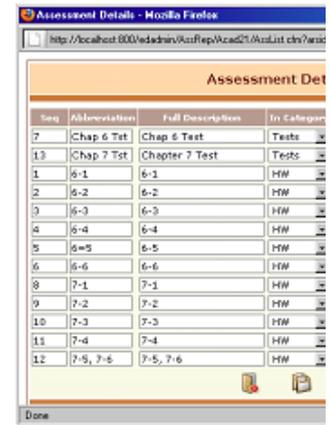
Each assessment has its own point value, and each criteria is assigned a point value within that assessment.

Here, the teacher has decided to assign point values on a scale of 1 to 5 for each criteria, with 5 being the most relevant. If there is no relevance, or the criterion is not applicable to the student, there are no points attached to it.

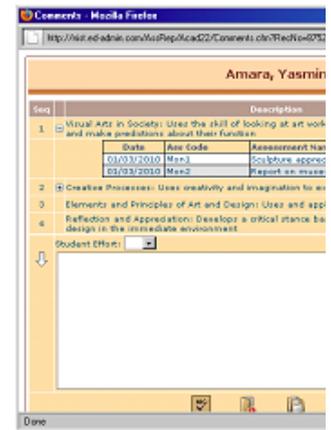


13 Criteria linking is dynamic.

Where no criteria are used, the Assessment Details screen will appear (as shown to the right), with no option given to expand the criteria list.



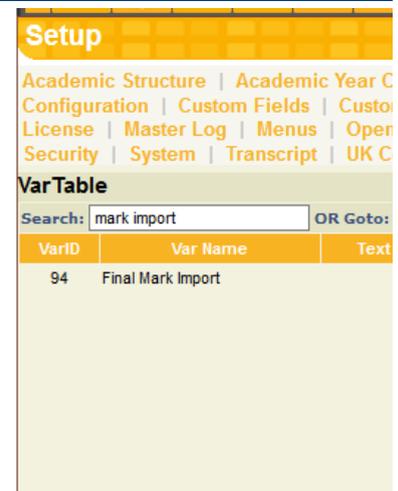
14 If any criteria have been linked to assessments, they will be shown here, coloured by their relative points from lighter to darker (with darker being the most relevant).



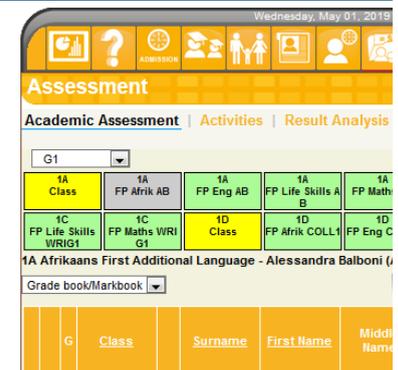
15 Import and Export of Final Marks:

In the VarTable, there is a variable that can be enabled by changing the Numeric Value to '1'.

This will enable the import and export of Final Marks in the Gradebook.



16 When the above variable is enabled, the two buttons shown here will appear. This will allow staff with AP – Admin security roles to import and export data.



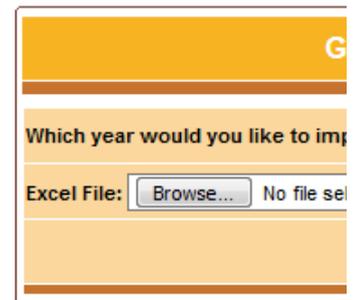
17 When the Export button is clicked, the final marks will export in this format to an MS Excel spreadsheet.

A	B	C	D
Student ID*	First Name*	Surname*	Class
53630			1A
53646			1B
53550			1C
53562			1A
53697			1D
53685			1D
53563			1D
53564			1C
53565			1C
53616			1A
53658			1D
53566			1A
53619			1A
53692			1B
53657			1D
53567			1B
53622			1C
53696			1C
53676			1A
53664			1C
53551			1B
53648			1D

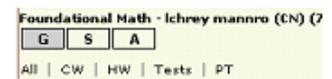
18 The marks can also be imported when clicking on the import button (shown here).

Please ensure that the Import File matches the layout of the gradebook

It would be good practice to test export (even though the fields might be empty) to ensure that the correct layout is used. The correct marks can then be filled into the spreadsheet and re-imported.



19 Other grade book elements:



Assessment Category		
Seq	Category Abbreviation	Category Full Description
1	CW	Classwork
2	HW	Homework
3	Tests	Tests/Quizzes
4	PT	Participation

21 Assessment Detail:

ea-demo1.ed-space.net/assessment/gradebook

Assessment (2) | Category (2) | Main Category (2)

Seq	Abbreviation	Detail
2	MY/EXT	Final Mark
1	YE	Final Mark

22 The subject option tab:

If you do not see the "options tab" in Assessment Premium, please ask your administrator to give you access the tab.



Mark students below

Mark students above 100%

Show overall and category

Show percentages for individual

Grade Calculation Method

Gradebook closed:

Hide columns: Class

23 For a user to have access to the "Options tab" found in the Assessment Premium Module, the user will have to be allocated the "Assessment Premium - Options" security role, which is located in the Human Resources Module.

Security Roles Allocated to Margie Ber

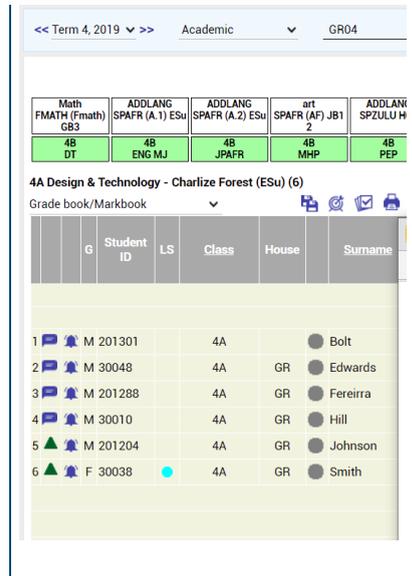
Make same as staff:

CI

- Assessment Premium - Daily Attendance Admin
- Assessment Premium - Options**
- Assessment Premium - Result Analysis
- Calendar and Events - All Minutes
- General Staff
- Teacher
- Teacher (AP)

24 Filter Assessment icon:

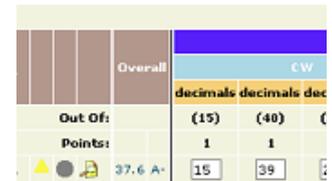
For larger gradebooks, use this option to ensure marks are entered accurately. You can hide assessments in light blue categories, or within specific date ranges.



25 Main categories:

Several options are available for setting up headers. If data from every subject's grade books are to be consolidated into a report card, then a main category (Q3 in the example alongside) is created, which teachers cannot modify.

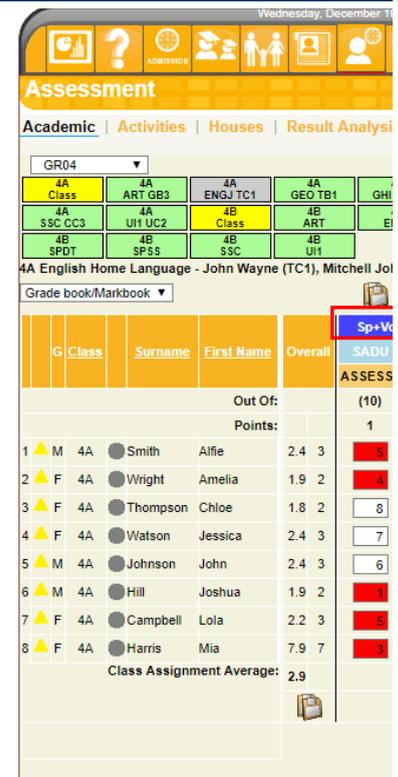
The remaining categories may be made mandatory, or it may be left to the teachers to set up.

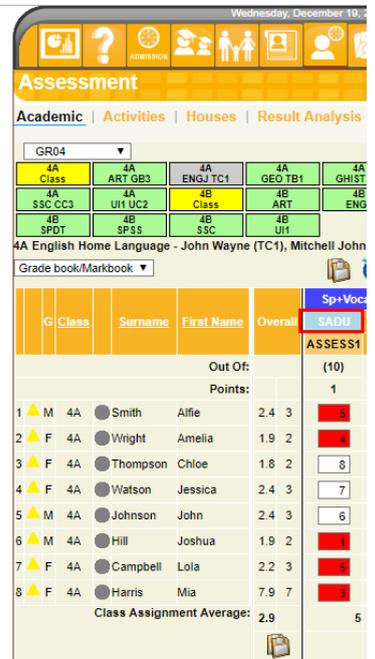


26 If the Gradebook template has been created in the Academic Management Module, you will not be able to edit the main category and the subcategory from this module.

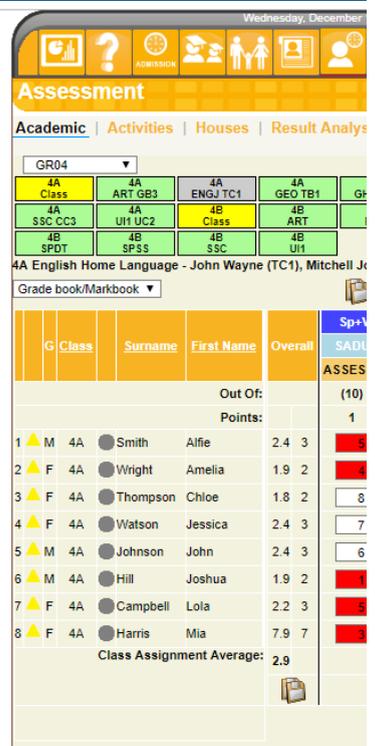
This feature has been created for schools that do not want teachers to change the Gradebook setup. In this case, teachers can only create assessments under those specific categories, enabling them to create as many assessments as possible without changing the Gradebook template.

NB: Please check the Academic Management Module guide for detailed information on how to create a Gradebook template.





27 Also, when you click the pen and pencil icon located in the Assessment Premium module, you will notice that the main category (and subcategory) are greyed out. This means that there is no way in which a user can change the Gradebook template, should it have been set up in the Academic Management Module.



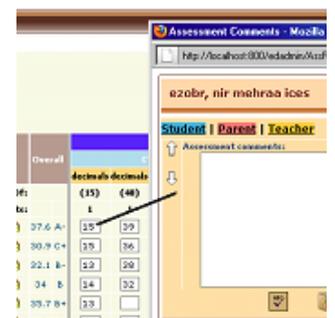
28 Assessment Comments:

By right-clicking on a mark, you will be presented with three options for comments.

You can enter comments that are directed to the:

- Student;
- Parent/sponsor/debtor; and
- Teacher (for the teacher's own use).

These comments can be emailed or sent by SMS directly to the relevant recipients.

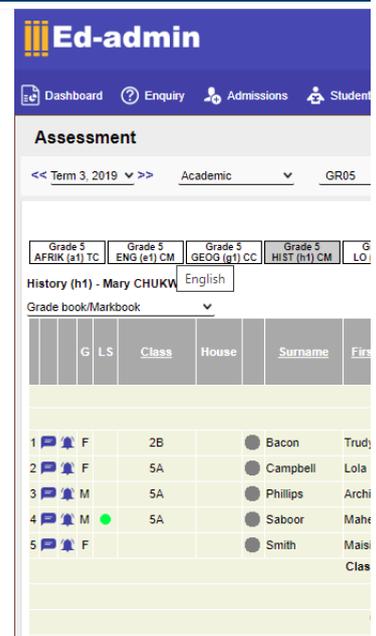


29 After the email or SMS is sent, the system will time stamp it for future reference.

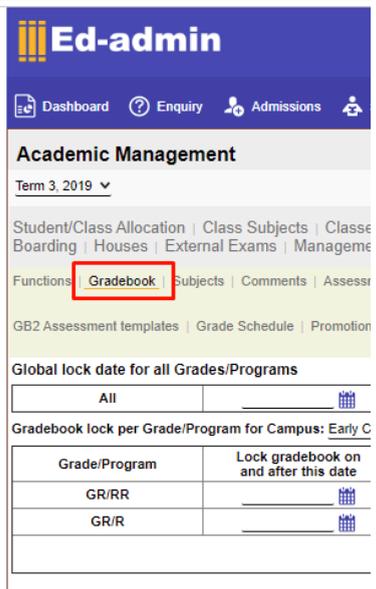


30 Gradebook or Term lock:

If the term has ended, the system will automatically lock the Gradebook or the term. The Gradebook lock - or term lock - would have been set up by the administrators or the staff member that is in charge of the institution's academics or IT team.



31 There are several ways in which the Gradebook can be locked or unlocked. If you have access to the Academic Management, navigate to Assessment->Gradebook->Gradebook Lock.



32 Here, you can set the date on which the Gradebook should be locked for **All** grades. As shown in this example, the "All" field is highlighted; alongside that field is a date and text field (this text field only takes numbers).

The date that you will select under the date field is the date in which the Gradebook will be locked for all classes on all campuses. If you would like to extend the Gradebook lock date but do not want to change the date completely, you can then enter the number of days in which the gGradebook can stay open, so that the teachers can enter marks. Enter the number of days in the text field.

The screenshot shows the Ed-admin interface. Under 'Academic Management', the 'Global lock date for all Grades/Programs' section is active. A table shows 'All' selected for the lock scope and '02/06/2019' for the date. Below this is a table for 'Gradebook lock per Grade/Program for Campus:' with columns for 'Grade/Program' and 'Lock gradebo and after this'. The rows are GR01 through GR06, with empty text fields for locking dates.

33 In some cases, you may want to lock the Gradebook for a specific grade. To do this, make sure that the "All" field is empty and then select the correct campus and grade. Once done, enter the correct date and the number of days to allow editing of the Gradebook.

The screenshot shows the Ed-admin interface. Under 'Academic Management', the 'Global lock date for all Grades/Programs' section is active. A table shows 'All' selected for the lock scope and an empty date field. Below this is a table for 'Gradebook lock per Grade/Program for Campus:' with columns for 'Grade/Program' and 'Lock gradebo and after this'. The rows are GR01 through GR06. The row for GR05 is highlighted with a red box, showing '01/06/2019' in the date field.

34 In this example, you will be able to lock the entire term instead of just locking the Gradebook. This will override the Gradelook lock, as described above.

To do this, navigate to the Setup Module->Configuration.

The screenshot shows the Ed-admin interface. Under 'Setup', the 'Configuration' section is active. The 'Variables' section is visible below it.

35 When the term ends the Gradebook locks automatically, even if you have not set the Gradebook lock date. In some cases, the system even goes through a "Rollover" in which - by default - the new term will be shown on the system instead of the previous term.

In some cases, however, the institution may wish to extend the number of days in which the term is open, so that the teachers can work on the Gradebook. To do this, put a positive number under the field labeled "Number of days to allow editing of term/semester data after the end of term/semester:".

NB: Negative numbers are used for the term to end earlier, while positive numbers increase the number of days in which the term is not locked.

The screenshot shows a configuration page titled "Term/Semester Calendar". It contains several input fields for setting term parameters, a "Save" button, and two expandable sections for "Ed-admin API" and "Netsuite API".

- Number of years to allow going forward in term/semester data after the end of term/semester:
- Number of days to allow editing of term/semester data after the end of term/semester:
- Number of days before the actual start of a term/semester to force term to be back in time:
- Academic year is broken into (enter Terms, Semester, Trimester, Year). Please do NOT use plural form of the word:
- Number of terms/semesters per academic year (enter 1, 2, 3, ...)

36 Grade book integration with Attendance module:

Once the assessment column is created, it will show attendance information from the daily attendance module before any marks are entered.

The screenshot shows a portion of a gradebook table. The first row is a header with a blue background and the text "CASS". The second row is a header with a yellow background and the text "test". The third row shows a score of "(80)". The fourth row shows a score of "2". Below these are several rows with scores in input boxes: 66, 71, 57, 41, 41, 46, and a partially visible "41".

CASS
test
(80)
2
66
71
57
41
41
46
41

37 It is therefore mandatory that the due date for each assessment is set correctly.

ea-demo1.

Assessment [

Abbreviation: []

Detail: []

In Category: []

Date Assigned: []

Date Due: []

Out Of: []

Weight/Points: []

Seq: []

Image: []

Publish on portals: []

38 We see here that the assessment due date was the 27th of August 2019. Based on the Attendance module, Alfie was absent.

	G	Class	Surname	First Na
				Out
				Po
1	▲	M	Hill	Joshua
2	▲	M	Johnson	John
3	▲	M	Sabor	Lucas
4	▲	F	Smith	Alfie
5	▲	F	Thompson	Chloe
6	▲	F	Watson	Jessica
7	▲	F	W...	A...

39 The Gradebook lock date is the 30th of August. However, the assessment cannot be edited as the number of days to allow editing is set at 0.

GB2 Assessment templates | Grade

Global lock date for all Grades/Program

All	<input type="checkbox"/>
-----	--------------------------

Gradebook lock per Grade/Program for C

Grade/Program	Lock and a
GR01	<input type="checkbox"/>
GR02	<input type="checkbox"/>
GR03	<input type="checkbox"/>
GR04	30/0
GR05	<input type="checkbox"/>
GR06	<input type="checkbox"/>

40 Assessment blocks are greyed out, as the date of the assessment is the 27th of August. Ed-admin is being accessed on the 28th of August (as indicated by the arrow).

Wednesday, August 28, 201

Assessment

Academic | Activities | Houses | Result Analysis

GR04

4A Class 4A SSC CC3 4B Class

4A Environmental Education - Colleen Camp (CC3) (7)

Grade book/Markbook

	G	Class	Surname	First Name	Over
Out Of:					
Points:					
1	▲	M	4A	Hill Joshua	
2	▲	M	4A	Johnson John	
3	▲	M	4A	Sabor Lucas	57.5
4	▲	F	4A	Smith Alfie	100
5	▲	F	4A	Thompson Chloe	
6	▲	F	4A	Watson Jessica	
7	▲	F	4A	Wright Amelia	
Class Assignment Average: 78.8					

41 **Gradebook Templates:**

Some Education Institutions prefer that teachers create their own categories of assessment, while others prefer that Education Institution administrators create categories of assessment for each teacher.

Here, you can create categories for each subject, or you can use the 'All' button (highlighted in yellow) to set up templates for all subjects.

Once a template is created, you can copy and paste the template to other grades or subjects.

Setup

Quarter Setup | School Setup | Attendance | S Setup | Venues | Houses/Teams | Ass. Templa

P | G01 | G02 | G03 | G04 | G05 | G06 | G07 | G08

GERA	ELLIA	GERA	GERB	PERA
Copy Paste				
GERA	GERB	GERA	GERB	PERA
Copy Paste				
GERA	GERB	GERA	GERB	PERA
Copy Paste				

42 It is common to integrate gradebooks with term reports.

If your term reports are progressive, you will need a heading for each quarter or term, beginning with Q1, T1, Term 1, or similar.

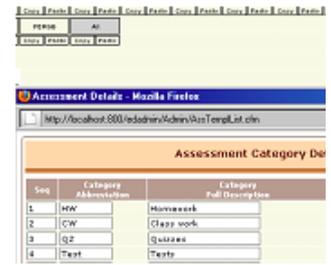
This will be your main category heading. In this example, the category heading is Q3.

Assessment Details - Media Files

Assessment Category

Q3

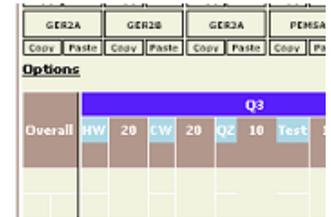
43 At this point, you will be able to create assessment categories.



44 You can view categories here. You are still in the template area.

The administrator can create specific assignments here, though this is often part of the teacher's responsibility.

The template here is set up for G06.



45 While you are in the template area, you can indicate whether teachers will have access to change the weights assigned to each assessment category.

'Main categories full access' is often left unticked, especially in cases where gradebooks integrate with report cards.



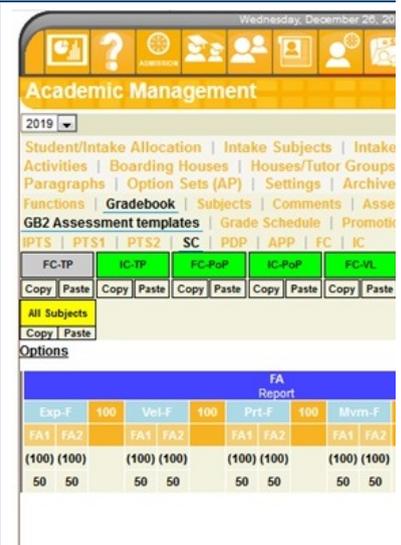
46 Now, if a teacher logs in and goes to enter an assessment, they will see those categories already created in the gradebook.

If the teacher tries to delete a category, it will reappear.



47 Populating the Gradebook via an Excel Import

Import and Export buttons have been added to the Gradebook, in order to populate data much faster.



48 See the attached Excel sheet for the import table.

Category Seq*	Category Abbrev.*	Category Detail*
1	FA	Formative
1	FA	Formative

Assessment Seq*	Assessment Abbrev.*	Assessment Detail*
1	Exp-F	Exposure
1	Exp-F	Exposure

Delete subject template before import

Excel File: No file selected.

49 For grade book calculations there are two options. Weighted Average is the default method. Using the following examples, both methods are explained.

Mark students below

Mark students above 100%

Show overall and category

Show percentages for individual

Grade Calculation Method

Gradebook closed:

Hide columns: Class

50 First example:

The first example is clear. Student scored 100% of the possible points.

Second example:

$$5/10 * 100 * 70 + 15/30 * 100 * 50 = 6000$$

6000/120 = 50 this is out of 100, but out of 120: $50/100 * 120 = 60$ (out of 120).

Third example:

$$9/10 * 100 * 70 + 29/30 * 100 * 50 = 11133.33$$

$11133.33/120 = 92.78$ this is out of 100, but out of 120: $92.78/100 * 120 = 111.4$ (out of 120).

Weighted System Grade Calculation

	Overall	cat1		120
		ass1	ass2	
Of:		(10)	(30)	
pts:		70	50	
	160	10	30	120
	80	5	15	60
	150.9	9	29	111.4
	118.6	7	25	90.7

Please note: An assignment left blank is excused by the teacher. If a student enters a 0.

51

First example

The first example is clear. Student scored 100% of the possible points.

Second example Point System

Point System Grade Calculation

Points earned Term 2 (5+15+25+50=95) are divided by Total Points Possible (10+30+50+100=190) = 50%

"Out of" equals the points possible for the assignment and "Points" are the weighting factor which is ignored here. Total points calculations are used only within "Term 2" or any Dark Blue category. Dark Blue categories are still weighted for the overall grade calculation.

In this case the 50% term grade is 80% of the Overall Grade and the Final Exam is the other 20%. The Overall Grade then is 50% (Term 2)*0.80+ 50% (Final Exam) *0.2= 50% Overall Grade

Please note: An assignment left blank will not be used for grade calculation and is considered excused by the teacher. If a student is to be penalized for a missed assignment the teacher must enter a 0.

Name	Overall	cat1	
		ass1	ass2
Out Of:		(10)	(30)
Points:		70	50
	100 7	10	30
	50 4	5	15
	95.3 7	9	29
	73.1 6	7	25

Third example Point System

Points earned Term 2 (9+29+49+9) (10+30+50+100=190) = 97.9%

"Out of" equals the points possible is ignored here. Total points calculation Dark Blue categories are still weighed

In this case the 98.7% term grade is 20%. The Overall Grade then is 98.7% Grade

52 CBG Features:

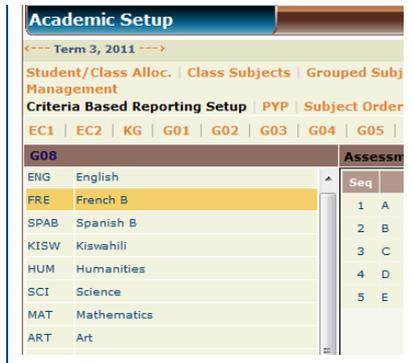
CBG has some similar features to G headmaster, etc., comments and ev

53 This is a typical CBG grade book.

54 A, B, C, etc. are the assessment criteria.

First Name	Summary					T	Gr
	A	B	C	D	E		
Max:	8	8	8	8	16	48	7
nielle	7	7	8	8	16	46	7
i	8	7	7	7	15	44	7
riti	8	8	7	7	15	45	7
sty	8	7	8	7	15	45	7
via	6	5	7	7	16	41	6
iha	7	6	6	6	13	38	6

55 Criteria are set up here.



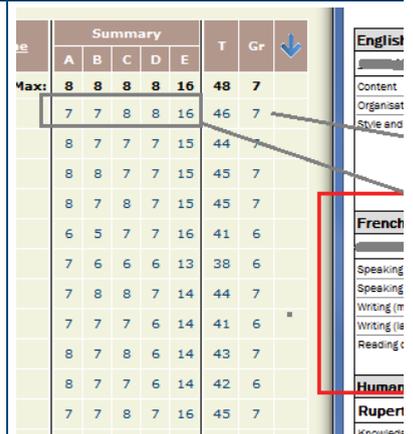
56 Each criterion is entered in this screen.

Descriptors are entered optionally using the section at the bottom.

This will be a guide for the teacher to select the appropriate level in the CBG grade book.



57 This is an example of how a report card can display the information in the CBG grade book.



58 The CBG grade book can be populated by entering each assessment or entering the term summary grade here.



59 TERMINOLOGY**Criteria:**

Criteria are attributes or rules that are useful as levers for making judgements.

Although judgements can be made either analytically (that is, built up progressively using criteria) or holistically (without using explicit criteria), it is practically impossible to explain a particular judgement, once it has been made, without referring to criteria.

Criteria-based:

All combinations of 'criteria' or 'crite equivalent.

It is possible to draw some distincti grading on historical, conceptual or

In practice, however, these terms a higher education environment, alth within a particular institution, depar

As with 'criteria', the term 'norm' m

60 Assessment:

This refers to the process of forming a judgement about the quality and extent of student achievement or performance, and therefore by inference a judgement about the learning that has taken place.

Such judgements are mostly based on information obtained by requiring students to attempt specified tasks and submit their work to a teacher or tutor for an appraisal of its quality.

Generally, students know which of their works are to be assessed. All types of tasks, and the conditions under which they are to be completed, are included: tests, term papers, laboratory projects, field reports, oral seminar presentations, studio productions, professional placements, assignments and examinations.

Scoring and marking:

These are used interchangeably to by numbers or symbols.

Scoring includes counting the numt number to reflect the quality of a st

In most cases, scoring and marking in a whole course.

61 Grading:

Grading refers to the evaluation of student achievement on a larger scale, either for a single major piece of work or for an entire course, subject, unit or module within a degree programme.

Scores or marks often serve as the raw material for grade determinations, especially when they are aggregated and the result is converted into a different symbolic representation of overall achievement. Grading symbols may be letters (A, B, C, D, etc.) descriptive terms (such as Distinction, Honours, Credit, Pass, etc.), or numerals (such as 7, 6, 5, 4, 3, 2, 1).

Numerals are usually deemed to represent measurements, and this provides a straightforward route to the calculation of Grade Point Averages (GPAs). The other symbols need a table of numerical equivalents.

The grade scale A, B, C, D, etc. is used throughout. Once appraisals of student works are made and encoded as scores, marks or grades, the connection between these symbols and both the course objectives and the student productions is essentially broken.

Furthermore, marks and grades do not in themselves have absolute meaning in the sense that a single isolated result can stand alone as an achievement measurement or indicator that has a universal interpretation.

Assessment and grading do not tak

Professional judgements about the judgements are always made again frameworks have been mentioned a Education Institutions have moved

This move reflects reservations abo forms of norm referencing.

A further framework is self-referenc judging the achievement of a given

What counts then is the amount of not normally advocated in higher ec informally .

Alternate frameworks to those lister

62 FREQUENTLY ASKED QUESTIONS**How do I copy the grade book structure from another subject I am teaching or was teaching before?**

Teachers commonly like to use the same structure of grade book from term to term and even from year to year.

It is possible to copy the grade book structure before you start setting up the grade book for your current term. But you can only copy the grade book structure if you have not already set up the structure in the destination subject.

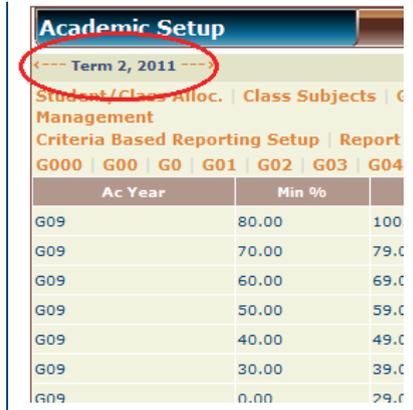


This icon will not appear if you have

63 How can I change the grade boundaries?

Use the Grade Schedule tab here to edit each of the boundaries.

You can delete and add new ones as necessary. Please note that this grade boundary will apply to the term selected in the top left-hand corner.



The screenshot shows the 'Academic Setup' interface. At the top, there is a navigation bar with the following links: 'Student/Class Alloc.', 'Class Subjects', 'Criteria Based Reporting Setup', and 'Report'. Below this, there is a table with columns for 'Ac Year' and 'Min %'. The table contains the following data:

Ac Year	Min %
G09	80.00
G09	70.00
G09	60.00
G09	50.00
G09	40.00
G09	30.00
G09	0.00

64 What are the rules for rolling over or copying templates?

When considering rolling over or co

A: If the institution uses the sar

There is no manual intervention rec term and, when educators click on i

What can go wrong?

If you create a template for future t copy for that grade; the template r in a destination term.

B: If the institution uses a differ

The new term template has to be s

What can go wrong?

If you have missed setting up the t subjects will have an incorrect temp opened the Gradebook) so you will

Note: please use the 'A005' report t Gradebooks; it is quicker than clicki

Some fundamental rules:

1. The template only **adds** to th anything from the Gradebook
2. Changing the case (for exam Gradebooks. If EXAM has alr
3. You must either use the 'ALL subject. You cannot use both confused and you could end means that, if you have 25 s the other 24, you will need to The copy and paste functions

65 Improvements made to the Gradebook functions

Previously, when entering invalid marks in the Gradebook, they would be highlighted in blue (as shown in this example).

Grade book/Markbook

G	Class	House	Surname	First Name	Over
					Out Of:
					Points:
▲	F Yr 3A				1
▲	F Yr 3A				1
▲	F Yr 3A				
▲	F Yr 3A				
▲	M Yr 3A				1
▲	F Yr 3A				1
▲	M Yr 3A				
▲	F Yr 3A				
▲	F Yr 3A				

66 As an improvement to this functionality, a pop-up warning will now appear if the mark entered is invalid.

Friday

Assessment

Academic | Activities | Boarding | Ho

GR11

11A Class FCONS 00337 11A FENG LB3 11 FGE (L1GEO)

11A English - Leanne Early (LB3) (4)

Grade book/Markbook

	G	Class	Surname	First Name	Over
					Out Of:
					Points:
1	▲	M 11A	● Edwards	Thomas	74.8
2	▲	M 11A	● Scott	Lewis	49.4
3	▲	M 11A	● Smith	Andrew	89.8
4	▲	F 11A	● White	Grace	31.2
Class Assignment Average:					61.3