

SUPPLEMENT TO ELEGRADE FOR MULTIPLE GRADE LEVELS FOR HOMEROOM TEACHERS

STANDARD GRADING SYSTEM OR STANDARDS BASED ACHIEVEMENT
REPORT (SBAR)

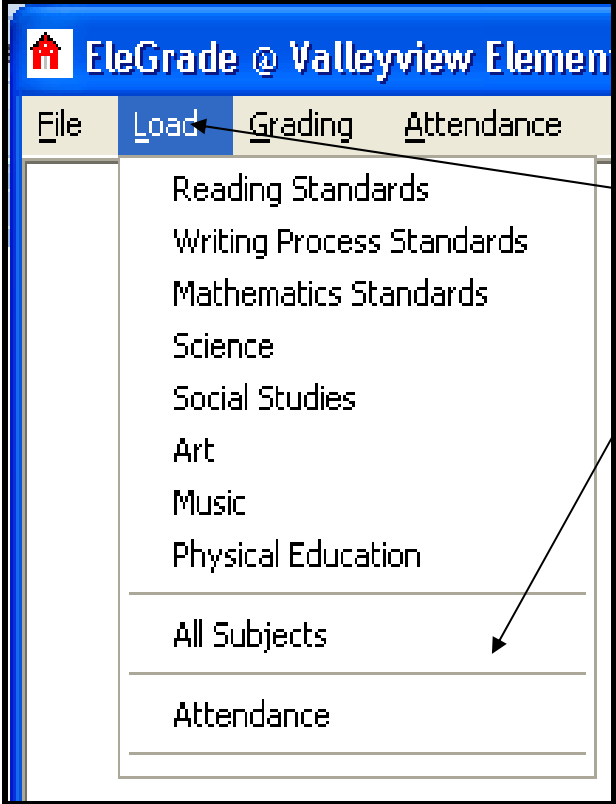
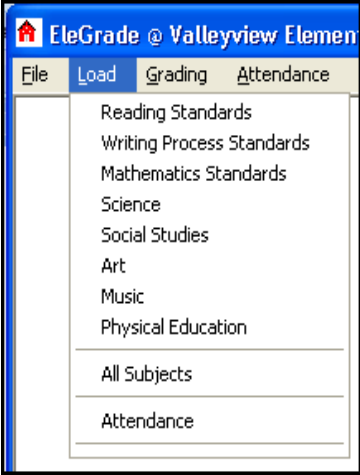
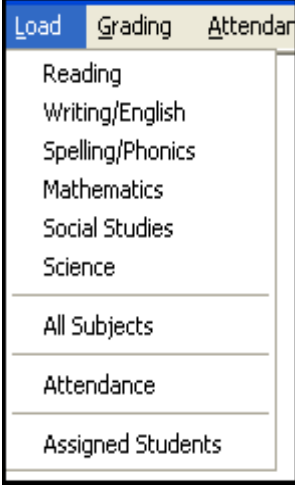


Polk County School Board - Help Desk / Trainers
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For additional information concerning SBAR, please refer to the internet link listed below.

<http://www.polk-fl.net/staff/teachers/sbar.htm>

EleGrade Supplement for Multiple Grade Level Homeroom Teachers

Steps	Screen Displayed	Procedures
1		<p><u>LOADING GRADE GRID:</u></p> <p>The first time you load the Grade Grid you...</p> <ul style="list-style-type: none"> • <i>Click Load</i> • <i>Click All Subjects</i>
2	<p><u>LOADING THE GRADES GRID SCREEN:</u></p> <p style="text-align: center;">IMPORTANT RULES TO REMEMBER</p> <p>The listings below display the difference between the SBAR and Traditional subjects.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Grade Level: KG & Grade Level: 01</p>  <p>SBAR</p> </div> <div style="text-align: center;"> <p>Grade Level: 02</p>  <p>TRADITIONAL</p> </div> </div>	

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Steps	Screen Displayed	Procedures
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LOADING THE GRADES GRID SCREEN: Cont'd

“KEEPING THE GREEN CLEAN”

Student Name	Student ID	Cumulative Average (%)	71702000 Test	71702000 Math Quiz	71702000 Test	71702000 m/Quiz	71702000 Book Report	71702000 Test	71702000 Pen Study	71702000 Bees & Honey
Co		98				10	9	100	10	
Do		93				9	10	90	9	
Gar		85				9	8	80	9	
Pat		83				10	9	50	9	
Qac		85				8	9	90	8	
Roc		83				7	8	100	8	
Bro		83	10	8	7					
Cue		90	8	10	9					
Ack		100								10
Bus		80								8
Cro		100								10
Goc		90								9
Gue		100								10
Hat		100								10
Led		90								9
Mex		100								10

The “GREEN” blocks will not allow grade entries.
 Only the “YELLOW” blocks will accept grades and are appropriate to the grade level that the grading items were created for.

IMPORTANT: You must have the correct **GRADE LEVEL** loaded before you create a **Grading Item**.

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Coll	98
Dou	93
Gar	85
Pat	83
Qac	85
Roc	83
Bro	83
Cue	90
Ack	100
Bus	80
Cro	100
Goc	90
Gue	100
Hat	100
Led	90
Mex	100

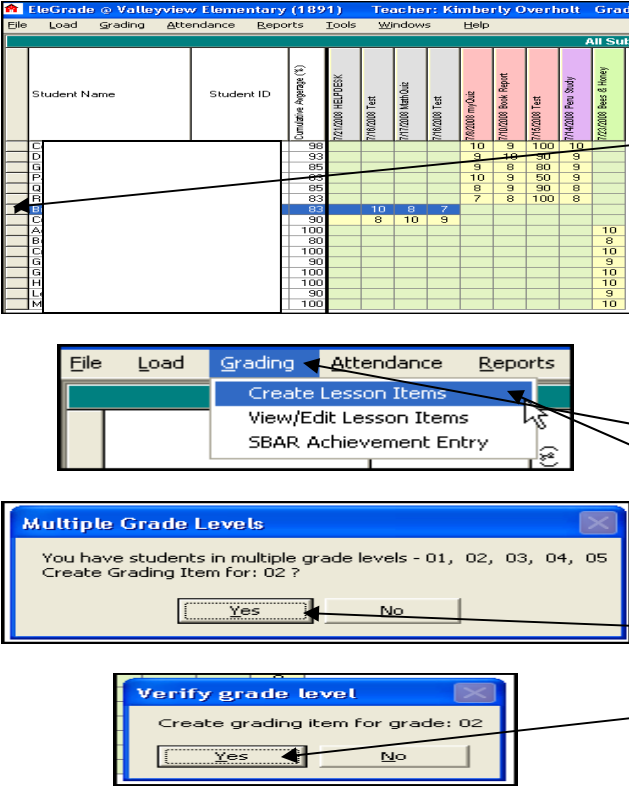
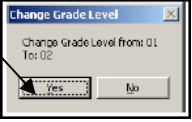
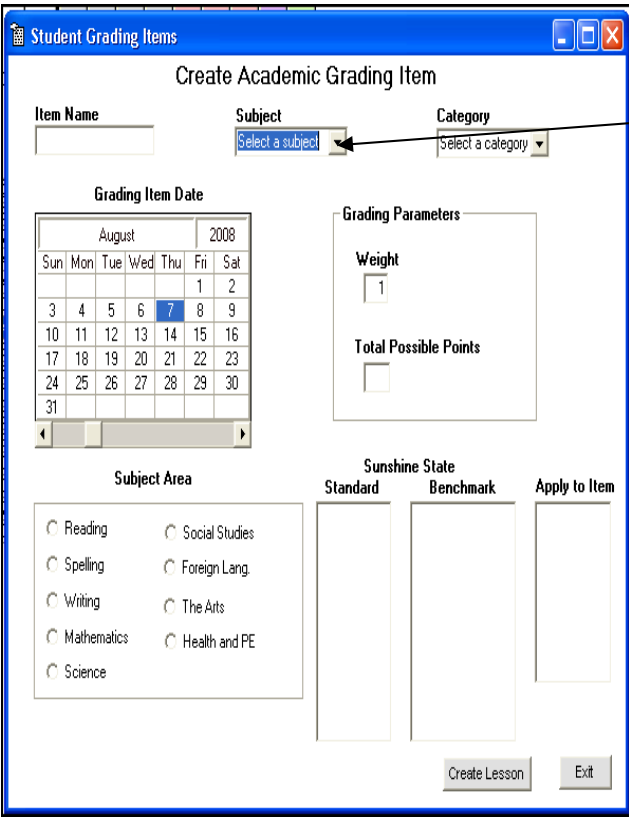
HOW STUDENT NAMES ARE DISPLAYED:

The EleGrade Program lists the names based on **Grade Level** numbers **First**, then **Letters**
IE: 1st, 2nd, 3rd, KG

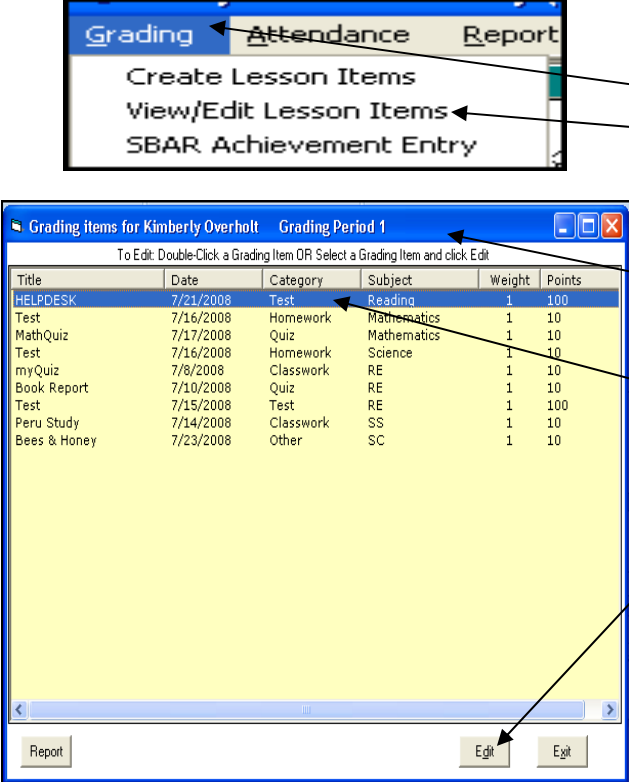
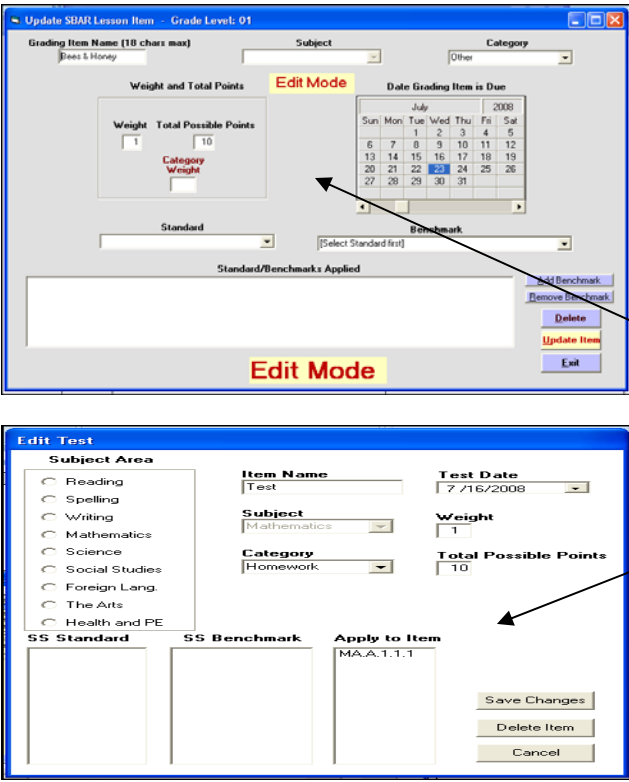
The student names are listed in **alphabetical order by grade level**
 1st Grade
 2nd Grade
 Kindergarten

NOTE: When you see a change in the **alphabetical order** of the names, this indicates that the **grade level** has changed.

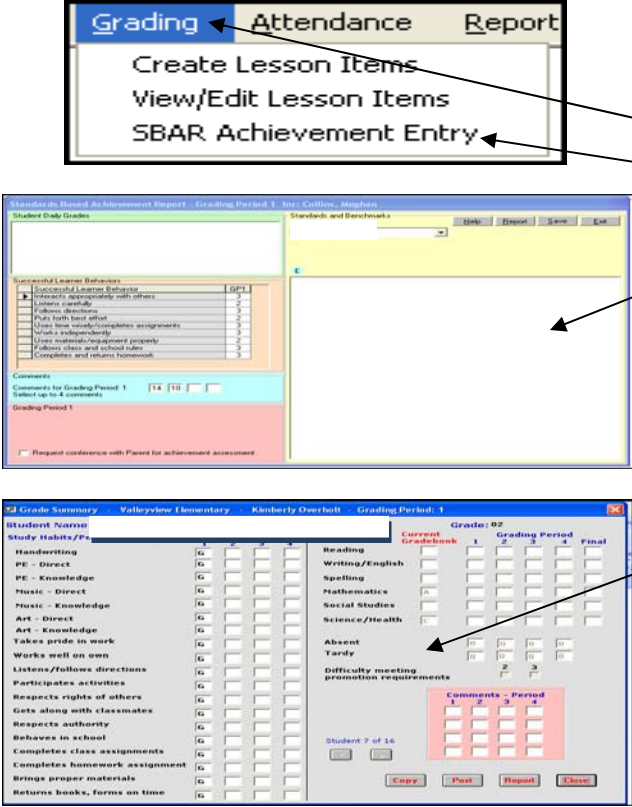
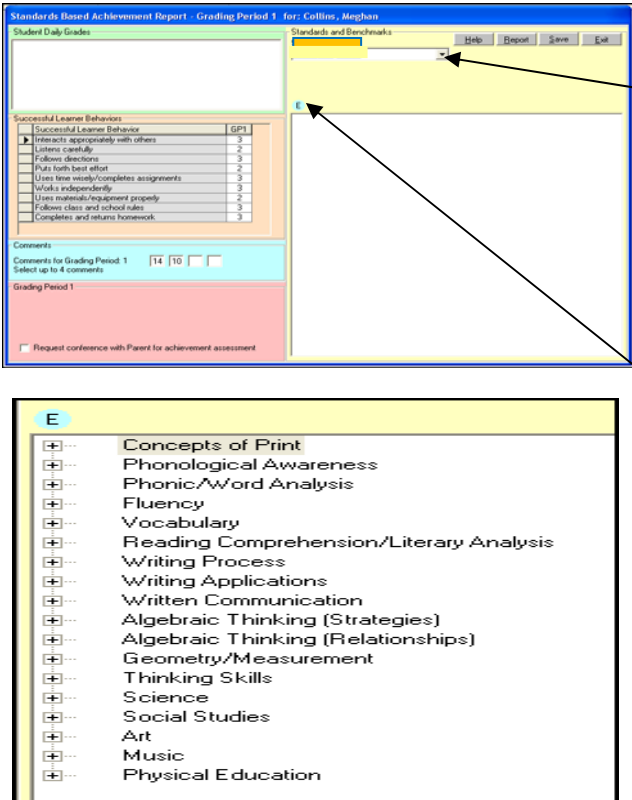
EleGrade Supplement for Multiple Grade Level Homeroom Teachers

Steps	Screen Displayed	Procedures
5	 <p>The screenshot shows the EleGrade interface for Valleyview Elementary (1891) with Teacher Kimberly Overholt. It displays a student list with columns for various tests and assignments. Below the list are three dialog boxes: 'Grading' menu with 'Create Lesson Items' selected, 'Multiple Grade Levels' dialog asking for grade level 02, and 'Verify grade level' dialog confirming grade 02.</p>	<p>Creating a Grading Item:</p> <p>Press Shift Key and left click In Block in front of Student's Name to Select Grade Level then Click Yes</p>  <p>Click Grading Click Create Lesson Item</p> <p>Multiple Grade Level Screen</p> <p>Click Yes to accept</p> <p>Click Yes to Verify Grade Level</p>
6	 <p>The screenshot shows the 'Create Academic Grading Item' dialog box. It includes fields for Item Name, Subject (with a dropdown menu), and Category. There is a calendar for Grading Item Date (August 2008) with the 7th selected. Grading Parameters include Weight (1) and Total Possible Points. A Subject Area list includes Reading, Spelling, Writing, Mathematics, Science, Social Studies, Foreign Lang., and The Arts. There are also fields for Standard, Benchmark, and Apply to Item, along with 'Create Lesson' and 'Exit' buttons.</p>	<p>NOTICE:</p> <p>The correct available subjects based on grade level will in the dropdown subject area.</p>

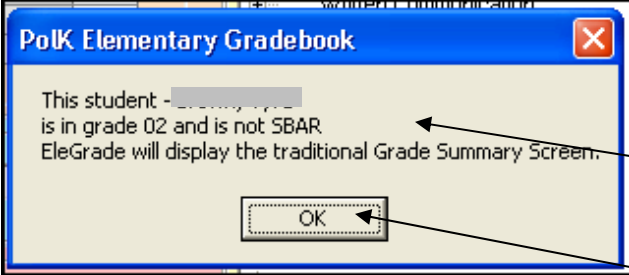
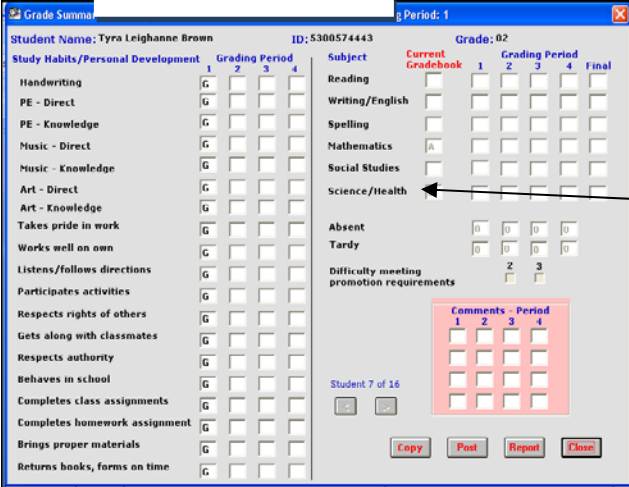
EleGrade Supplement for Multiple Grade Level Homeroom Teachers

Steps	Screen Displayed	Procedures
7	 <p>The screenshot shows the 'Grading' menu with options: 'Create Lesson Items', 'View/Edit Lesson Items', and 'SBAR Achievement Entry'. Below it is the 'Grading Items for Kimberly Overholt - Grading Period 1' window. This window contains a table with columns: Title, Date, Category, Subject, Weight, and Points. The table lists various items like 'HELPDESK', 'Test', 'MathQuiz', 'myQuiz', 'Book Report', 'Peru Study', and 'Bees & Honey'. At the bottom of the window are 'Report', 'Edit', and 'Exit' buttons.</p>	<p><u>VIEW/EDIT GRADING ITEMS:</u></p> <ul style="list-style-type: none"> • Click Grading • Click View/Edit Lesson Items <p>The Grading Items Screen appears</p> <ul style="list-style-type: none"> • Click on any Grading Item to Edit • Click Edit button
8	 <p>The top screenshot is the 'Update SBAR Lesson Item - Grade Level: 01' window. It features fields for 'Grading Item Name', 'Subject', and 'Category'. It has a 'Weight and Total Points' section with input fields for 'Weight' (set to 1) and 'Total Possible Points' (set to 10). There is a 'Date Grading Item is Due' calendar set to July 23, 2008. It also includes 'Standard' and 'Benchmark' dropdowns, a 'Standard/Benchmarks Applied' list, and buttons for 'Add Benchmark', 'Remove Benchmark', 'Delete', 'Update Item', and 'Exit'. The text 'Edit Mode' is displayed in red.</p> <p>The bottom screenshot is the 'Edit Test' window. It has a 'Subject Area' list with radio buttons for Reading, Spelling, Writing, Mathematics, Science, Social Studies, Foreign Lang., The Arts, and Health and PE. It includes fields for 'Item Name' (Test), 'Test Date' (7/16/2008), 'Subject' (Mathematics), 'Category' (Homework), 'Weight' (1), and 'Total Possible Points' (10). It also has 'SS Standard' and 'SS Benchmark' dropdowns, and an 'Apply to Item' field with 'M.A.A.1.1.1' selected. Buttons for 'Save Changes', 'Delete Item', and 'Cancel' are at the bottom.</p>	<p>The appropriate window will appear based on the type of Grading Item that you selected: SBAR or Traditional</p> <p>SBAR Grading Item Edit Window (Grades KG and 1st only)</p> <p>Traditional Grading Item Edit Window (Grades 2nd – 5th)</p>

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Steps	Screen Displayed	Procedures
9		<p><u>GRADE SUMMARY/SBAR ACHIEVEMENT ENTRY:</u></p> <ul style="list-style-type: none"> • Click Grading • Click SBAR Achievement Entry <p>Standards Based Achievement Reports window appears</p> <p>NOTE: If you have Kindergarten students or you are a 1st Grade SBAR Test School, you will see this window.</p> <p>If you do not have KG or 1st grade SBAR, you will see the normal Grade Summary window.</p>
10		<p><u>SELECTING STUDENTS</u></p> <ul style="list-style-type: none"> • Click the Dropdown to <i>Select a student</i> <p>NOTE: EleGrade will load the correct Standards appropriate to the student's Grade Level.</p> <p>If the Standards are not displayed when you <i>select a student</i>, Click the BLUE "E" to <i>expand</i>.</p>

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Steps	Screen Displayed	Procedures
11	 	<p><u>GRADE SUMMARY/SBAR ACHIEVEMENT ENTRY: Cont'd</u></p> <ul style="list-style-type: none"> • If you <i>select</i> a student that IS NOT SBAR, the warning message will appear. • Click OK button <p>The traditional Grade Summary screen will appear</p>