

Instructions for EleGrade Schools

BEST PRACTICES for Departmentalized Student Movement.

Terminology: Assignment Definition

1. Teacher Assignment refers to assignment of students made by the Homeroom teacher in EleGrade.
2. Terminal Operator assignments refer to student assignments made to a specific teacher in Genesis.

Common Problems:

1. I had a message that said a “new student has been added to your class”, when in fact this student has always been in my class. *Always answer YES; otherwise, the grades will be deleted.*
2. I didn’t make any changes to my class assignments but the entire class is listed as new students.
3. I deleted an assigned student but when I reassigned the student to a different teacher, the new teacher did not receive any grades when they clicked the OK box to accept the new student. *(When an assignment in EleGrade is deleted, the grades and grading items come back to the HR teacher.)*The new teacher should not get a box for a decision about grades. There will be no grades to transfer to her grade book.

Common Causes:

1. Either a teacher deleted a student assignment in EleGrade or the school Terminal Operator changed the assigned teacher in Genesis causing EleGrade to run the “New Student” process.
2. Someone made a mistake and moved the wrong student, realized the mistake, and put the student back in the original class. But in the mean time the teacher has created another grading item which will cause a “runtime error” **when the teacher logs on next time or makes an action that causes EleGrade to refresh the grades grid.**

General Program Functions

1. Anytime a new student is added or moved, the grades will always appear in the new teacher’s grade book as an AVERAGE.
2. Always say “YES” to accept the new student’s grades.

BEST PRACTICES

Student Withdrawal from Your School (MUST BE FOLLOWED EXPLICITLY!)

1. Before the TO withdraws the student from Genesis.
2. Notify the HOME ROOM TEACHER
3. Home Room teacher notifies all ASSIGNED TEACHERS
4. ASSIGNED Teachers completes all grade entries for the student.

5. Home Room Teacher UNASSIGNS the student from all ASSIGNED teachers after the grades are complete and runs INTERIUM GRADE REPORT.
6. Homeroom teacher notifies TO that Grades are complete.
7. TO withdraws the student from the school.

Student Movement Between Assigned Teachers (MUST BE FOLLOWED EXPLICITLY!)

BEFORE any student is moved from one teacher to another within a department:

REMEMBER: THE HOMEROOM TEACHER IS THE ONLY PERSON WHO CAN INITIATE THE ASSIGNMENT OF A STUDENT WITHIN ELEGRADE!

The Home room teacher notifies the other teachers in the department that Student A is to be moved from Teacher 1 Reading to Teacher 2 Reading.

1. Teacher 1 completes and updates all grades for Student A.
2. Teacher 1 notifies the Homeroom teacher that the grades are up to date and Student A can now be moved.
3. The Homeroom teacher notifies Teacher 1 & 2 Reading, in the department, to exit their assigned Reading classes in EleGrade or to be sure that they are not currently logged on the their individual Reading class.
4. The Homeroom teacher deletes the assignment to Teacher 1 Reading.
5. The Homeroom teacher assigns Student A to Teacher 2 Reading.
6. The Homeroom teacher notifies Teacher 2 Reading to open EleGrade to the Reading Class.
7. Teacher 2 Reading opens EleGrade to Reading and accepts the “new student message” by clicking OK.

WHAT CAN GO WRONG?

STUDENT WITHDRAWAL

1. TO fails to heed Genesis Message and withdraws student without notifying Homeroom Teacher.
2. Homeroom teacher fails to notify Assigned teachers to update grades and/or does not delete student assignments.

STUDENT MOVEMENT WITHIN THE DEPARTMENT

1. Homeroom Teachers fails to notify assign teacher of movement and unassigns student and then reassigns student to new teacher.
2. Assign teachers have grade grid open when student is withdrawn and reassigned and has created a grading item which caused grade records to be generated a grading record for a student that is not longer assigned to that teacher.

TEACHER MOVEMENT (Within the school or entering/leaving your school)

General Information

1. Anytime there is movement of a Teacher, please make every attempt to insure that the currently assigned teacher completes and updates all grades and attendance.
2. Most of the rules for student movement are also applicable for Teacher movement.

The Who, What, When, and Where of Teacher Movement.

1. **The Departing Teacher**
 - a. Updates all grades and attendance.
 - b. Runs grades reports – Interim
 - c. Deletes all student assigned classes
2. **The Terminal Operator**
 - a. Adds new Teacher to Genesis with new local ID
 - b. Moves students to new teacher
3. **The New Teacher**
 - a. If the teacher is currently at your school, the teacher would log in to EleGrade with their SAP # and EleGrade Password.
 - b. If the teacher is new to your school, the teacher would log in to EleGrade with their SAP # and accepts the * for the password which will create a new user account and password.
 - c. Logins into EleGrade and creates **Grading Items**.
 - i. **The new grading items must be created all at one time without leaving the “Create Grading Items” screen.**
 - ii. The new teacher must create one new grading item for all six subjects.
 - iii. The grading Items must be created with a value of 100.
 - d. The new teacher must say **“YES”** to the question, ***“A new student has been added to your grade book. Do you want to accept the grades?”***
 - e. The new teacher will now create new student assignments to other teachers if your school is departmentalized.

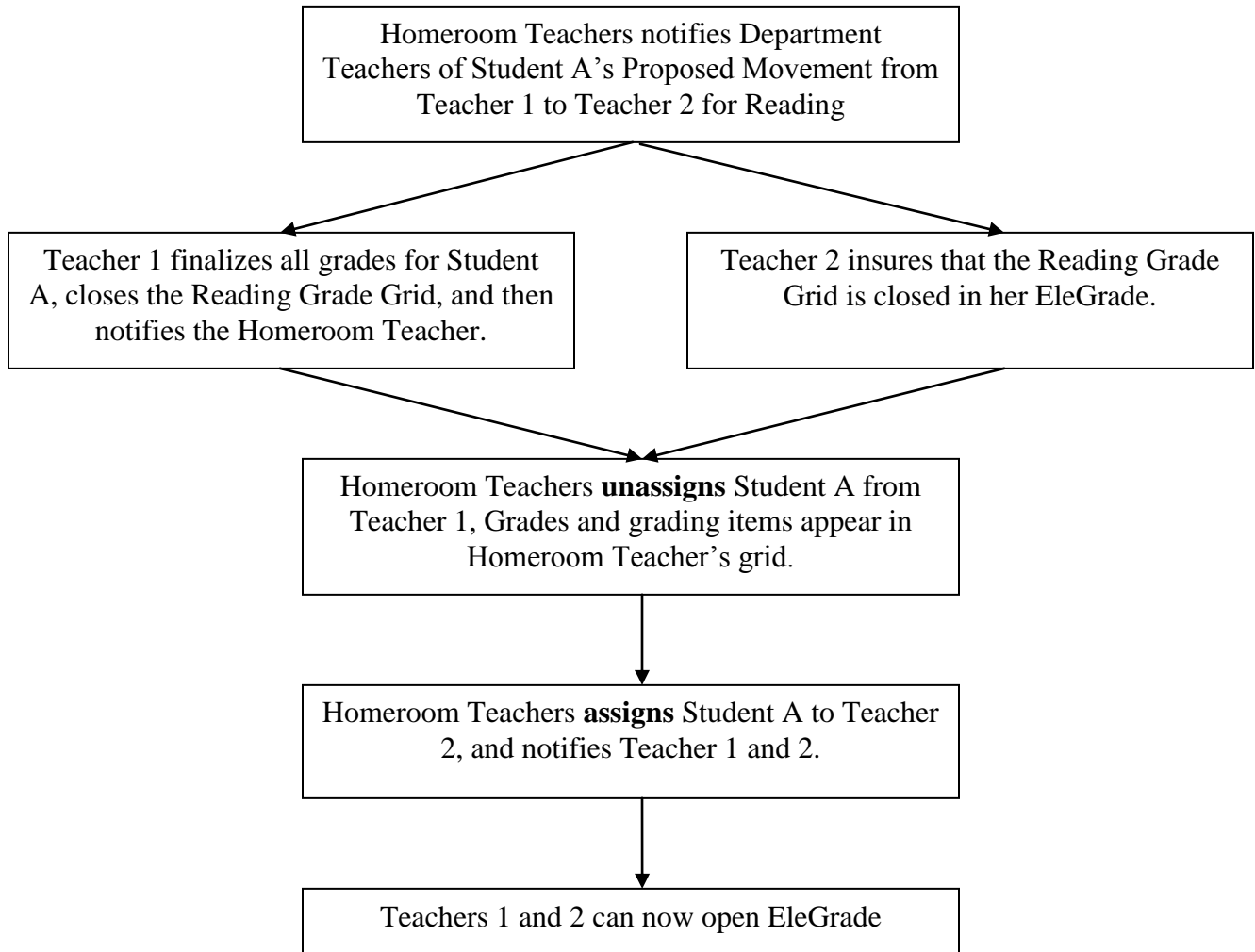
STUDENT WITDRAWAL REPORTS

- A new feature of Genesis is the printing of a **student grade report** upon withdrawal or teacher change.
- NOTE: if there are NO grades (due to the time period being the beginning of a new grading period) or the teacher never entered any grades, this Genesis function will not run nor will there be a message stating, “NO GRADE TO PRINT”.

BEST PRACTICES FLOW CHARTS

STUDENT MOVEMENT IN HIGHLY DEPARTMENTALIZED SCHOOLS

(Please make copies of this document and distribute to each teacher.)



BEST PRACTICES FLOW CHARTS

STUDENT WITHDRAWAL – DEPARTMENTALIZED SCHOOLS

(Please make copies of this document and distribute to each teacher and the Terminal Operator.)

