Skedula 2.0
Teacher Help Guide

2013-2014 School Year
What is CaseNEX-Datacation?

CaseNEX-Datacation is a comprehensive, web-based, student data management system, which consists of eight distinct portals that are dynamically interconnected, creating a seamless and intuitive data flow; allowing administrators, teachers, guidance counselors, parents, and students to look analytically at subtle correlations that exist between anecdotal behaviors and diagnostic student performance outcomes, over time.
Logging On

If you are a new user, please click the registration link, and fill in the required fields.

*Please note, you must use your DOE Outlook email account for the registration process.

Once you have completed the registration process, the system will send an activation email to your DOE account. Please open up the email and click on the activation link to begin.

If you used the system in a previous year, but have forgotten your password, click “Forgotten password,” enter in your email, and click “Send Reset Instructions.”
Skedula Homepage & Dashboard

Quick Action Icons that will allow you to do the following:

a) View My Classes
b) New Assignment
c) Submit Grades
d) Take Attendance
e) Configure Dashboard

Primary Navigation Bar

Marking Period 1 Breakdown

Marking Period Passing

1% (50 Students) Passing

Category Averages

Analyze School and Class Related Data
Student Portfolios

To do this Click “Student” → “Portfolios”

- Once you click “Portfolios” a student list will appear in the navigation bar
- As a teacher, you will only be able to view portfolios for the students in your classes
- Click the student you want to view from the drop down

Click each sub tab to find more information on the student.

Sub Tabs

- Bio
- Schedule
- Grades
- Exams
- Attendance
- Progress

- Class Schedule
- HS Exam Schedule
- Report Cards
- Transcript
- Performance Levels
- HS Exam History
- K-8 Exam History
- Calendar
- Daily Totals
- Course Totals
- Period Totals
- HS Graduation
- Tracking
To do this, Click “Students” to “Portfolios” to “Grades” to “Progress”

Select any student, by class to view the portfolio page.

Select any Marking Period to view the Progress Grades for that particular point in time.

Click on the Progress Grade for any class, to view each assignment and grade, by category, date, title and weight.

<table>
<thead>
<tr>
<th>Course</th>
<th>Teacher</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCUL2C-31</td>
<td>HAYES</td>
<td></td>
</tr>
<tr>
<td>BCUL2CLB-31</td>
<td>HAYES</td>
<td></td>
</tr>
<tr>
<td>E4C-12</td>
<td>VROOM</td>
<td>MP1: 65-70%</td>
</tr>
<tr>
<td>E4CWRCLAB-1</td>
<td>VROOM</td>
<td></td>
</tr>
<tr>
<td>EXRLE-07</td>
<td>MCGINN</td>
<td></td>
</tr>
<tr>
<td>FS4-52</td>
<td>SPANISH II TERM 2</td>
<td></td>
</tr>
<tr>
<td>FS4LAB-52</td>
<td>BUFFKIN</td>
<td></td>
</tr>
<tr>
<td>PH1-40</td>
<td>FISHER K</td>
<td></td>
</tr>
</tbody>
</table>
Student Portfolios

To do this, Click “Students” to “Portfolios” to “Grades” to “Progress”

### Assignments Excluded from Average

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Weight</th>
<th>Grade</th>
<th>Category Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/16/12</td>
<td>MP1 Participation</td>
<td>1</td>
<td>100</td>
<td>100/100</td>
</tr>
<tr>
<td>3/14/12</td>
<td>Romeo and Juliet Act II Project</td>
<td>1</td>
<td>80</td>
<td>80/100</td>
</tr>
<tr>
<td>3/7/12</td>
<td>Romeo and Juliet Act I</td>
<td>1</td>
<td>67</td>
<td>67/100</td>
</tr>
<tr>
<td>3/1/12</td>
<td>Mock Regent Project</td>
<td>1</td>
<td>63</td>
<td>63/100</td>
</tr>
<tr>
<td>2/15/12</td>
<td>Romeo and Juliet: The Characters</td>
<td>1</td>
<td>100</td>
<td>100/100</td>
</tr>
<tr>
<td>2/10/12</td>
<td>Part 3 MC (Part 3 Project)</td>
<td>1</td>
<td>100</td>
<td>100/100</td>
</tr>
<tr>
<td>2/10/12</td>
<td># 26 (Part 3 Project)</td>
<td>1</td>
<td>72</td>
<td>72/100</td>
</tr>
<tr>
<td>2/10/12</td>
<td># 27 (Part 3 Project)</td>
<td>1</td>
<td>72</td>
<td>72/100</td>
</tr>
<tr>
<td>2/9/12</td>
<td>The Prologue Listening/Reading Task</td>
<td>1</td>
<td>0</td>
<td>0/100</td>
</tr>
<tr>
<td>2/8/12</td>
<td>Shakespeare's Listening Task</td>
<td>1</td>
<td>70</td>
<td>70/100</td>
</tr>
<tr>
<td>2/3/12</td>
<td>Reading Comp (Part2) MC</td>
<td>1</td>
<td>32</td>
<td>32/100</td>
</tr>
<tr>
<td>2/2/12</td>
<td>Listening MC</td>
<td>1</td>
<td>32</td>
<td>32/100</td>
</tr>
</tbody>
</table>

You can click on the magnifier glass icon to view details on any assignment.

The system will calculate the category averages, based upon the weights defined within the “Course Categories” section, under “Course Settings.”

### Category Breakdown

<table>
<thead>
<tr>
<th>Category</th>
<th>Worth</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>15%</td>
<td>✔️ 80-85%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
<td>✔️ 85-70%</td>
</tr>
<tr>
<td>Exams Quizzes Tests</td>
<td>70%</td>
<td>✔️ 80-85%</td>
</tr>
<tr>
<td>Notebook Conduct Attendance</td>
<td>5%</td>
<td>-</td>
</tr>
<tr>
<td>SWAG</td>
<td>0%</td>
<td>-</td>
</tr>
</tbody>
</table>

A dash implies that the teacher has yet to grade an assignment in a particular category. Skedula will exclude that category from the gradebook for that student and distribute that weight evenly across the other categories.
Taking Attendance

To do this Click “Attendance” → “Attendance Book”

Click the Bar Graph Icon to display in depth attendance data for individual students

Enter in the following attendance codes:
- a) P: Present
- b) L: Late
- c) A: Absent

Attendance Charts
Taking Attendance

To do this Click “Attendance” → “Attendance Book”

1. Select days of the week.
2. Click filters to analyze attendance data within a particular date range.
3. Enter attendance for days.
4. Highlight days when course attendance is absent and daily attendance is present.
5. Once done, click apply filter to process.
Seating Chart: Take Attendance, Submit Grades, and Move Seats

To do this Click “Attendance” → “Attendance”

- In “Management” you can take period attendance and record grades
- In “Preferences” you can search for a single student
- In “Bulk” you can take bulk attendance
- In “Functions” you can reset your seating positions

When you scroll over student photos you will be able to mark students as Present, Absent, Late or Excused & write a comment.

When you scroll over student photos you will be able to record grades.

Allows you to modify the seating chart to reflect your classroom.
Seating Chart: Take Attendance, Submit Grades, and Move Seats

To do this, Click “Attendance” to “Take Attendance”

Click “Mark All Present” or “Mark All Absent” to take attendance for an entire class with the click of a button.

Click on the photo to mark individual students absent, present, late, or excused. Please note that you have the option to type in a narrative, relative to the attendance for that particular day.
Seating Chart: Take Attendance, Submit Grades, and Move Seats

To do this, Click “Attendance” to “Take Attendance” to “Management”

In Management Mode you have the option to do the following:

a) Take Attendance
b) Submit Grades
c) Move Seats

You can choose any assignment to grade

Enter in grades manually or use the grading icons to instantly add in the grade, comment, and the standard mark
Seating Chart: Take Attendance, Submit Grades, and Move Seats

To do this, Click “Attendance” to “Take Attendance” to “Management”

You can add as many columns and rows as needed, to design your classroom, according to the differentiated needs of students.

Click move seats to set up your seating chart.

Click, drag, and drop the individual student photo to any location within your seating chart.
Seating Chart: Take Attendance, Submit Grades, and Move Seats

To do this, Click “Attendance” to “Take Attendance” to “Preferences”

Use the drop down list, to quickly locate any student within your seating chart.

Click to show only the first name and last initial of students within your seating chart.

Click to auto push Standards Grades from Mark Grades
To do this, Click “Attendance” to “Take Attendance” to “Bulk”

This utility will allow you to quickly locate and correct all students that have been identified as Excused, Late, Present, Absent, or Attendance Not Taken, for a particular day, and instantly add in the correct designation, as well as adding in a custom narrative.
Seating Chart: Take Attendance, Submit Grades, and Move Seats

To do this, Click “Attendance” to “Take Attendance” to “Functions”

Click this button if you want to reset the seat positions.

Click this button if you want to delete the attendance for the day.
Setting Grading Icons

To do this Click “Course Settings” → “Grading Icons”

- Grading Icons can be set for Single Assignment and Standards Based Grading
- If Valid Grades and Valid Standard Grades are locked, you will only be able to enter marks that are valid according to the grading templates
- As you enter marks, the box will highlight in RED if a mark is considered invalid

Grading Icons for ML1PM-02

<table>
<thead>
<tr>
<th>Icon</th>
<th>Mark</th>
<th>Comment</th>
<th>Standard Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td>Excellent Work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>85</td>
<td>Good Good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>80</td>
<td>Good Work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>65</td>
<td>Needs Improvement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>65</td>
<td>Poor Work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>✗</td>
<td>CRT</td>
<td>Incomplete</td>
<td>INC</td>
</tr>
<tr>
<td>✗</td>
<td>ABS</td>
<td>Absent</td>
<td>ABS</td>
</tr>
</tbody>
</table>

Save Changes For ML1PM-02
To do this, Click “Course Settings” to “Grade Outputs”.

If you enter a grade of an A, display it as an A.

If you create an assignment worth 10 points, and the student receives a score of 9 display it as 9/10.

If you create an assignment worth 10 points, and the student receives a score of 9 display it as 90%.

You have the option to display the raw percentage, a 5 percentage range, or a 10 percentage range.

Click and drag the handles to define color ranges and grading icons, which are viewable in both Skedula and Pupilpath.
Two Types of Grading in Skedula 2.5

There are now two grading options in Datacation—Traditional (Single Assignment) Grading and Standards Based Grading. Schools may choose to use only one option or a combination of both.

**Traditional Single Assignment Grading**
- Teachers provide a single grade on each assignment.
- Assignment grades are averaged for each category of assignments (Homework, Classwork, Test, etc.)
- A student’s overall course grade is calculated using category weights.

**Standards Based Grading**
- Teachers score students on each standard attached to the assignment.
- A student’s overall grade on each standard is calculated using one of four outcome formulas.
- *Standard grades can then be averaged to provide a single assignment grade.*
School Options

These options apply to a single course, a group of courses, or the entire school.

**Using only Single Assignment Grading:**
Lock teachers out of standards based grading by locking a BLANK Standards Tree. Teachers will not be able to attach any standards to their assignments.

**Using only Standards Based Grading:**
Lock teachers out of single assignment grading by uploading a BLANK Valid Grades Template for Single Assignment Grading. Teachers will not be able to enter a single assignment grade in their gradebooks.

**Using Both:**
It is likely that schools using Standards Based Grading will also want to use traditional grading, which allows you to produce a final course grade for report card and transcript purposes.

In this case, schools have two options:

- For an assignment, a teacher can enter a single assignment grade AND, separately, grades on standards. The grades on standards and single assignment grade are both tracked but remain distinct.
- For an assignment, a teacher can enter grades on standards and PUSH UP to a single assignment grade. The system will convert the grades on standards to a numerical value (based on the Valid Standard Grades template you create) and average those numbers to produce a single assignment grade. Then the system will calculate a final course grade based on a student’s single assignment grades.
Setting Marking Periods, Course Categories, & Weights

To do this: Click “Course Settings” → “Course Categories”

1. Enter assignment categories and weights to category table.
2. Check “Lock Categories”, “Lock Marking Periods” & “Use Weighted Categories”
3. Repeat for all Marking Periods
4. Click “Save to...” and select appropriate courses.

When creating assignments you have to choose a category that the assignment falls within. Category weights are used to calculate a student averages for the course.

The school administration can lock categories for one or all courses.

You can use weighted categories or total points.

As you add new Marking Periods, the system will replicate category properties and weights that existed in the previous marking period. Please note that you can have different categories in each marking period.
Marking Period 1

The following properties were set by plbbie@data-cation.com using course settings

Average Calculation Routine: Points / Averages

- Lock Categories
- Use Weighted Categories

Select the Points or Averages Method Calculation

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Drop Lowest Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Class Participation</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Exams Quizzes Tests</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>Notebook Conduct Attendance</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

Drop the lowest grade

Define percentages, if using weighted categories

GRADE CALCULATION OPTIONS – Grade Averages by Points or Percentages

Skedula now offers two options for grade calculation:

OPTION 1 – POINTS METHOD: Points earned by the student on category assignments / Total possible points on category assessments. This weights assignments (within each category) based on maximum points. This is currently how your gradebook is set up and no changes need to be made to your gradebook to continue to use this option.

OPTION 2 (NEW) – AVERAGE METHOD: Average of the Percentages earned on the assignments in the category. This averages all assignments (within the category) based off of the percentage earned.
### Comparison of Points and Average Methods of Grade Calculation

**Scenario:** A class has 2 assignments in the Test Category

**Student scores**
- Test 1: 40 points out of (maximum) 50 points
- Test 2: 90 points out of (maximum) 100 points

<table>
<thead>
<tr>
<th>Points Method Calculation</th>
<th>Average Method Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total points earned</strong></td>
<td><strong>Total points possible</strong></td>
</tr>
<tr>
<td>Test 1</td>
<td>40</td>
</tr>
<tr>
<td>Test 2</td>
<td>90</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td><strong>130 (40+90)</strong></td>
</tr>
</tbody>
</table>

**Student Test Average**
- Points Method: 130 / 150 = **87%**
- Average Method: \((80 + 90)/2 = 85\%\)

### Setting the Type of Averaging for the Gradebook

**POINTS METHOD** – *This is the default option. No changes have to be made to your gradebook to continue to use this option.*
- Click on the Course Settings Tab
- Choose Course Categories
- Choose Points from the Average Calculation Routine Menu
- Click Save To and choose the classes

**AVERAGE METHOD**
- Click on the Course Settings Tab
- Choose Course Categories
- Choose Averages from the Average Calculation Routine Menu
- Click Save To and choose the classes
GRADE CALCULATION OPTIONS – Weighting Individual Assignments

Skedula now allows you to weight individual assignments (within categories). This feature allows users to assign any point value to an assignment, but increase or decrease its impact on the (category) grade calculation. *Weights of 1.0 on assignments are and will remain the default option in Skedula. No changes have to be made to your gradebook to continue grading.*

Scenario: A class has 2 assignments in the Test Category

Student scores
Test 1: 40 points out of 50 points weighted 1.0
Test 2: 90 points out of 100 points weighted 2.0

<table>
<thead>
<tr>
<th>Points Method Calculation</th>
<th>Average Method Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Test 1</td>
<td></td>
</tr>
<tr>
<td>Total points earned</td>
<td>40</td>
</tr>
<tr>
<td>Total points possible</td>
<td>50</td>
</tr>
<tr>
<td>Test 2</td>
<td>90 *2=180</td>
</tr>
<tr>
<td></td>
<td>100 *2=200</td>
</tr>
<tr>
<td>Total points</td>
<td>220 (40+180)</td>
</tr>
<tr>
<td></td>
<td>250 (50+200)</td>
</tr>
<tr>
<td>Percent</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>90% *2 =180%</td>
</tr>
</tbody>
</table>

Student Test Average
220 / 250 = 88%

Student Test Average

\[
\frac{(80 + 180)}{(1 + 2)} = 87%
\]

weight of test 2
To weight an individual assignment, type a number in the Weight area when entering a New Assignment. Existing assignments can also be weighted by editing the assignment and entering a value in the Weight Area.

All assignment weights will be defaulted to 1.000. This indicates that they are worth the exact point value entered. **Weighted values of 1.000 on assignments are and will remain the default option in Skedula. No changes have to be made to your gradebook to continue grading.**

To increase the weight of an assignment, enter a number greater than 1.

To decrease the weight of an assignment, enter a number less than 1.

Enter weight
GRADE CALCULATION OPTIONS – Extra Credit Assignments

Skedula allows teachers to create extra credit assignments within their gradebooks. Grades for these assignments will be used to increase the grades earned by students as follows:

- If using weighted categories: The assignment will increase the category grade earned by the student
- If using unweighted categories: The assignment will increase the overall grade earned by the student

Students without grades on these assignments will see no change to their averages.

[Extra credit can continue to be awarded on assignments by entering a grade that is more than the assignment maximum point value]

<table>
<thead>
<tr>
<th>Scenario: Student Weighted Category or Unweighted Overall Average = 88%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extra Credit Example 1</strong></td>
</tr>
<tr>
<td>Extra credit assignment worth 2%</td>
</tr>
<tr>
<td>Student earns 100 point out of 100 points:</td>
</tr>
<tr>
<td>Extra Credit earned: 100/100 * 2% = 2%</td>
</tr>
<tr>
<td>Weighted Category or Unweighted Overall Average with Extra Credit</td>
</tr>
<tr>
<td>88% + 2% = 90%</td>
</tr>
</tbody>
</table>
To create a new Extra Credit assignment, check the IS Extra Credit box and enter the percentage that can be earned if a student receives the maximum grade on the assignment. The percentage entered does not have to be a whole number, for example, 1.5 can be entered. Existing assignments can also be changed to extra credit by editing the assignment and following the steps described above.

All assignments are defaulted to non-Extra Credit. This is and will remain the default option in Skedula. No changes have to be made to your gradebook to continue grading.

Check this box if this assignment is Extra Credit

Check box if this will be a graded assignment

Link assignment to an existing DDC exam

Title
Category
Viewable Date
09/03/2012 07:00 AM
Due Date
09/03/2012 04:00 PM
Marking Period
1
Extra Credit Worth
1
Max Points
100
Weight
1.000

Attach Standards
Attach Files

Link to DDC exam
Entering Grades

To do this: Click “Grades” → “Grade Assignment”

1. Grade Assignment using Grading Icons
2. Define Grade, Comment, and Standard Mark
3. System will “Save” manually entered grades instantaneously
4. System will calculate the Marking Period Average, the Category Average, and the Grade of the Assignment

Grades can be pushed UP: Standard Grades are averaged to get a Single Assignment Grade.
Grades can be pushed DOWN: From a Single Assignment Grade to Standard Grades (Not Recommended).
Entering Grades

To do this: Click “Grades” ➔ “Gradebook”

The New Gradebook will allow you to do the following:

a) Enter Grades
b) Download an Excel Template of the Class
c) Upload Grades from an existing Excel download
d) Get detailed information on an assignment
e) Replace grades, edit assignments, and create assignments

Clicking on a cell allows you to input grades as well as access to the assignment and student tool tips.
Assignment & Student Tool Tips

The assignment tool tip provides the following functions:

- 🔄 Upload grades from a spreadsheet
- 📈 View assignment information including assignment statistics
- 🕵️ Find and Replace – includes fill in all blank grades
- 🔄 Edit Assignment – allows you to edit the assignment without leaving the gradebook.
- 🔄 Add Assignment – allows you to add a new assignment without leaving the gradebook. New assignments will be placed to the left of the current assignment and will be ordered based on user settings when the gradebook is refreshed.
Assignment & Student Tool Tips

The Student Tool tip provides the following functions:

- Find and Replace – includes fill in all blank grades for the student
- Portfolio tool tip – edit attendance, add/edit anecdotes, view portfolio, performance and course performance
- Student Grade Averages – view all grades and averages for the student
Adding Comments, Curves, and Standards Grades

- Double clicking on a cell allows you to enter a comment, curve or standard grades.
- Comments – Comments are entered individually in the gradebook. Grading Icons can be used to enter comments and grades simultaneously in the Grade Assignment or Take Attendance pages.
- Curves – Curves are entered individually in the gradebook. Curves can be added to multiple students simultaneously or be calculated automatically in the Grade Assignments page.

- Standard Grades – Standard grades can be entered into the gradebook here, but the auto push feature is not available in the gradebook. To use this feature, enter grades through the standards gradebook.
Click “Filters” to Select Marking Period, Grading Category, and Date Range

Use Dropdown to filter by Marking Period

Use Dropdown to filter by Grading Category

Search by Data Range
Gradebook Settings

Click “Settings”

Structure your Gradebook listing Oldest or Most Recent Assignments First

Order By:
- Oldest assignments first
- Most recent assignments first

Group Assignments By:
- No Grouping
- Custom Order
- Use compact view

Sort On:
- Viewable Date
- Due Date

Sort by Viewable or Due Date

Drag to change the grouping order of assignments. Click the color wheel to change colors.

Click, drag, and drop categories in any order, as desired.

Save any changes made
Setting Valid Grades (Traditional Single Assignment Grading)

To do this: Click “Course Settings” → “Valid Grades”

1. Create your own Valid Grade template or modify one of the templates provided
2. Specify if you want to allow all undefined numeric grades
3. Check “Lock Changes”
4. Click “Save to...”

Save to one course or a group of courses. You can only save this template to YOUR courses.

Only you or your administrators will be able to edit.

Datation provides pre-defined templates for you to use or modify.

This means you can enter any number into your gradebook.

You want to make sure whatever template you create includes Special Grades (Absent, Missing, etc). The system uses conversion scores to calculate student averages.
Outcome Formulas in Standards Based Grading

To do this: Click “Course Settings” to “Valid Standard Grades”
There are six outcome formulas that can be used to calculate student performance across a standard.

Outcome Formula:

1. **Standard Average**: Will average all grades on content using on conversion score. Student receives mark above min value.
2. **Decaying Average**: The student’s last grade on content is worth 60% of their overall grade on content. An average of the previous grades is worth 40%.
3. **Proficient/Instances**: Calculates the number of times the student received a proficient grade based on the conversion table over the number of assignments.
4. **Most Recent Standard**: Takes the students most recent grade.
5. **Highest Standard Score**: No calculation. Skedula will take the highest grade and make it the average.
6. **Highest Mode**: Skedula will look for the standard grade that occurred the most and make that the average. If multiple grades occurred the most, Skedula will use the highest one as the average.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Classwork</th>
<th>Classwork</th>
<th>Test</th>
<th>Homework</th>
<th>Quiz</th>
<th>Classwork</th>
<th>Homework</th>
<th>Homework</th>
<th>Test</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>ABS</td>
<td>NG</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Skill</td>
<td>3</td>
<td>2</td>
<td>NG</td>
<td>2</td>
<td>3</td>
<td>NG</td>
<td>3</td>
<td>3</td>
<td>NG</td>
<td>4</td>
</tr>
<tr>
<td>Presentation</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Timeliness</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Valid Grades & Conversion Table**

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
<th>Proficient</th>
<th>Conversion</th>
<th>Min Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Well Developed</td>
<td>Yes</td>
<td>95%</td>
<td>90%</td>
</tr>
<tr>
<td>3</td>
<td>Proficient</td>
<td>Yes</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>2</td>
<td>Developing</td>
<td>No</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>1</td>
<td>Under Developed</td>
<td>No</td>
<td>55%</td>
<td>55%</td>
</tr>
<tr>
<td>NG</td>
<td>Not Graded</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>EXC</td>
<td>Excused</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ABS</td>
<td>Absent</td>
<td>-</td>
<td>55%</td>
<td>-</td>
</tr>
</tbody>
</table>
Importing or Creating Standards to Your Tree

To do this: Click “Course Settings” → “Course Categories”

1. Import standards or create your own standards tree by clicking “New Folder”
2. Click “Lock Standards”
3. Click “Save Changes”

TIP: If you do not lock the school Standards Tree any user will be able to add, edit and delete.

How you organize your tree affects how you will be able to analyze student performance trends in your school!
Assigning Standards to Courses

To do this: Click “Course Settings” → “Course Standards”

1. You will be prompted to select a course.
2. Click the Wrench Icon to the left of the course you would like to add Standards to.

3. Select the standard/s
4. Click “Transfer Selected”
5. Click “Save”

You must assign standards to courses in order for teachers to use them.

Save to one course, a group of courses, or entire school.
Inviting others to view your gradebook

To do this Click “Course Settings” → “Course User Assignments”

- Once you click “Course User Assignments” all of your courses will be listed
- Click “Add New Teacher” to allow a teacher to access your gradebook
- You will be prompted to select a teacher from the drop down menu and assign their rights

This feature is useful for teachers with assistants, or in classrooms that use team teaching.

You can allow the teacher to edit grades, assignments and attendance. If you leave these blank, the teacher will be able to view your gradebook but not modify it.
Renaming Courses & Merging Multiple Course Codes

To do this Click “Course Settings” → “Course Names”

- Once you click “Course Names” all of your courses will be listed
- Click “Rename Course” and you will be prompted to enter a new course name
- Click “Group Course” to merge multiple course codes under the same course title; you will be provided with a drop down menu of the course codes

Grouping course codes is useful in situations where a single course contains students with different course codes. The students are receiving the same instruction but they are coded in HSST differently. Merging these codes together allows you to view students in a single gradebook.
To do this: Click “Portals” to “PADS”

1. Streamlines report card data entry by erasing the need for e-mailing single teacher EGG files to teachers at the close of the marking period.
2. Provides an online interface for teachers to submit official marking period grades into the “All Teacher” HSST/STARS EGG file.
3. Administrators define valid report card grades, monitor grade entry, and track missing grades.
4. Teachers validate or modify student averages that pull in directly from the Skedula gradebook.
5. Upon grade completion, administrators can analyze report card data by department, course, and teacher.
To do this: Click “Setup” to “NYC HSST PADS”

In this section, you’ll do the following:

a) Set Marking Period Dates
b) Set Grading Categories
c) Define Valid Marks
d) Define Valid Exam Marks
e) Send PADS Emails (Invitation Emails to Teachers)

*Please note, you must first upload the “All Teachers” EGG File*
To do this: Click “NYC HSST PADS” to “Setup Marking Period Properties”

Once the page loads, select the “Marking Period”
To do this: Click “Setup Marking Period Properties” to “Set Marking Period Dates”

Click “MP Open for Grade Submission” and “MP Closed for Grade Submission” to define the date ranges of assignment grades entered into the gradebook. The system will seamlessly pull those averages into PADS, so teachers won’t have to manually calculate and or transcribe grades.

Click “Grading Period Start” and “Grading Period End” to define the date ranges and time when teachers will be allowed to enter in grades for the report card. If a teacher fails to complete the submission of all grades, you can alter the end time, so the teacher can complete the grading process.
To do this: Click “Setup Marking Period Properties” to “Set Grading Categories”

Please find definitions for each “Grading Category” listed below.

a) **Exam**: Allow teachers to enter an exam grade. Typically used for a mid-term or final exam.
b) **Conduct**: Possible values are E (Excellent), S (Satisfactory), N (Needs Improvement), U (Unsatisfactory).
c) **Comment(s)**: One numerical HSST Comment Code taken from the “All Teachers EGG” file, which will translate it to a written comment when printed in HSST.
d) **Final**: Possible values, Y, N, or no value. When a Y is entered, the grade is immediately committed to the transcript regardless of Term Ending/Marking Period dates. Enable with caution!
e) **Level**: Possible values 1, 2, 3, 4. Typically used in conjunction with standards based grading.

**Set Grading Categories**

Define which EGG columns teachers are allowed to enter values into.

- Exam
- Conduct
- Comment 1
- Comment 2
- Comment 3
- Final
- Level

Click “Save Settings” upon completion.
1. The system will provide teachers with detailed information regarding the Marking Period and Grade Submission date ranges.
2. Teachers will have the option to download and upload an Excel file with the Report Card grades for every student in a particular course.

To do this: Click “Submit Grades” to “NYC HSST Grades”
To do this: Click “Submit Grades” to “NYC HSST Grades”

1. The system will provide teachers with the overall grading status and the total number and percent of grades submitted thus far.
2. Teachers can click on the course to enter grades and comments.

MP 1 Grade Submission Status:

- E8M-41: ENGLISH 8
  11 grades submitted out of 34 - 32%

- E8MWRLAB-41: ENGLISH 8 LAB
  7 grades submitted out of 34 - 21%

- E8T-32: ENGLISH 8
  0 grades submitted out of 34 - 0%

- E8TWRLAB-32: ENGLISH 8 LAB
  0 grades submitted out of 34 - 0%

- E8YN-14: ENGLISH 8
  5 grades submitted out of 11 - 45%

- E8YNWRLB-14: ENGLISH 8 LAB
  9 grades submitted out of 11 - 82%
To do this: Click “Submit Grades” and click any course to begin grading

Number and percent of completed grades saved in all courses being taught.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grades Saved</th>
<th>Grades Saved Out of</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>E8M-41: ENGLISH 8</td>
<td>10 grades saved out of 34 - 29.41%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E8YN-14: ENGLISH 8</td>
<td>5 grades saved out of 11 - 45.45%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEN2-80: TEEN LIT 2</td>
<td>8 grades saved out of 35 - 22.86%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E8MWRLAB-41: ENGLISH 8 LAB</td>
<td>7 grades saved out of 34 - 20.59%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E8YNWRLAB-14: ENGLISH 8 LAB</td>
<td>9 grades saved out of 11 - 81.82%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEN2LAB-70: TEEN LIT 2 LAB</td>
<td>0 grades saved out of 32 - 0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E8T-32: ENGLISH 8</td>
<td>0 grades saved out of 34 - 0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E8TWRLAB-32: ENGLISH 8 LAB</td>
<td>0 grades saved out of 34 - 0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEN2-72: TEEN LIT 2</td>
<td>1 grades saved out of 1 - 100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To do this: Click “Submit Grades” and click any course to begin grading

Click to view the selected student Portfolio, Performance, Anecdotal, Attendance, Class Performance

Click to view the grade distribution in a particular marking period for the selected student

Click to accept the gradebook average. If the gradebook average is an invalid grade, the system knows intuitively to round up or down to the nearest approved grade

Click to get a list of all approved codes. Simply click the narrative of choice and the system will enter the official code. Please note that the codes can be entered in manually as well.

*Please note that there is nothing to do, once you have submitted all of your grades. The administration will pull one single EGG file for the entire school that will be uploaded into HSST.
To do this: Click “Submit Grades” and click the “Settings” tab

* Define Averaging Fields: 
  
  - Average Of: 
    
    - Skedula Gradebook MP 1

* Add Columns to Grid: 
  
  - Official Report Card Grades
    
    - MP 2
    - MP 3

  - Skedula Marking Period Averages
    
    - MP 1
    - MP 2

  - Skedula Gradebook Category Averages
    
    - MP1: Gasswork Participation
    - MP1: Exams
    - MP1: Quizzes

  - Skedula Assignments
    
    - MP1 Quizzes: Technology Essay
    - MP1 Homework: Homework #4

  - Attendance Totals
    
    - MP % Present
    - MP Count of Present

  - Count of My Anecdotes:
    
    - Academic - Negative
    - Academic - Positive

Define Averaging Fields by clicking in the field and selecting the Gradebook MP of choice. You can select as many MP’s as desired.

The remaining fields will allow you to add as many columns to the grid as needed. Upon completion, click the “Save Settings” button.
Technical Support and Assistance

Technical Support 866-817-0726 (8am-6pm)

24 hour a day email support datacation@casenex.com
To do this: Click “NYC HSST PADS” to “Click here to enter HSST grades”