Welcome to Wednesday's Wisdom – A weekly dose of support!
January 28, 2015

Announcements

Dates for the annual 2-Day Scheduling Workshops have been selected. Stay tuned for time, location, and how to register.
- High School: February 10 and March 17
- Middle School: April 8 and May 20

iAutoAlert Messages FAQ – We have created a list of Frequently Asked Questions for call recipients. This FAQ should help parents/guardians understand how iAutoAlert calls are answered by Humans versus Machines. Included in the answers are best practice tips for recording greeting messages on their answering machines and voice mail for successful call receipt.

Please refer to the attached FAQ for more details: **iAutoAlert Messages FAQ_Jan2015**

Frequently Asked Questions

Q. How do I enter a snow/weather day or other emergency school closing?

A. When school is cancelled each school calendar must be updated to mark the day(s) as a Holiday to indicate no school.
- Prior to removing the day from the calendar you should make sure no students were marked absent in advance for that day. Update them to "Present" before changing the day to a Holiday.
- Click the day on the calendar and set it to be a holiday, marking it as a Snow Day with an end date.
- Schools that have rotating cycles may need to adjust their day/week cycles.
- Schools may need to adjust the Term Start and End Dates on the Academic Year Settings screen.

Please refer to the attached guide for more details: **How to Enter a Snow/Weather Day or Other Emergency School Closing**

Q. How are Rankbook Grades/Averages imported into Grade Headings when submitting grades?

A. Teachers use Add/Modify Course Grades (iTeacher/Rankbook) or My Courses/Submit Course Grades (Gradebook) to submit the grades from the Rankbook/Gradebook to iPASS Grades for use on the Report Cards or Progress Reports.

1. Go to < iTeacher > < Add/Modify Course Grades > or < My Courses > < Submit Course Grades >
2. Select Term, Course, Grade Heading, and the Rankbook Average to import (Current Term or YTD).
3. Click Search to load class list and the selected Rankbook Average will import into the selected Grade Heading column.
4. Submit to record the grades.

Q. How are the MidTerm and Final Exam Assignment Grades defined in Rankbook so they will average into the Final Grade?

A. Teachers use the Assignment Weights screen (iTeacher/Rankbook) or Course Weights screen (My Courses/Gradebook) to select the assignment type that will represent their Midterm or Final Exam and assign a weight % of the Final Grade.

Step 1: Create a MidTerm and Final Assignment Type.
1. Go to < Add/Modify Rankbook > < Settings > < Assignment Types > or < My Courses/Gradebook > < Settings > < Assignment Types >
2. Create an Assignment Type titled MidTerm and/or Final.

Step 2: Set up the Averaging for the MidTerm and/or Final assignment type
1. Go to < Add/Modify Rankbook > < Settings > < Assignment Weights> or < My Courses/Gradebook > < Settings > < Course Weights >
2. Go to the Averaging section at the bottom of the Assignment Weights/Course Weights screen.
3. In the Midterm Exam box, select the MidTerm Assignment Type and assign it a Weight % for the Final Grade calculation.
4. In the Final Exam box, select the Final Assignment Type and assign it a Weight % for the Final Grade calculation.
5. Be sure to fill in the Weight % for the Terms as well, making sure all the weights add up to 100%.
6. Submit to record your settings.

Note: If changes are made to the Weights screen after the assignment and assignment grade has been entered into Rankbook/Gradebook, be sure to check off the Recompute Averages box at the bottom of the Weights screen AND recalculate the averages in your Rankbook/Gradebook. To do this in Add/Modify Rankbook, open the Grade Assignment screen for ONE assignment and Submit the screen again. To do this in My Courses/Gradebook, select Recompute Averages from the Actions menu. This step is needed to apply the changes made on the Weights screen to the assignments already entered.

Q. **Is there a way to copy the MidTerm (or Final Exam) Assignment Grade into Add/Modify Course Grades?**

A. **YES. Teachers can use the copy icon button on the Add/Modify Course Grades (iTeacher/Rankbook) or My Courses/Submit Course Grades screen (Gradebook).**

Step 1: Create and score a MidTerm (of Final) assignment.

1. Go to < Add/Modify Rankbook > or < My Courses/Gradebook > and create and score a MidTerm (or Final) assignment in the proper term (ie. Q2 or Q4).
2. Be sure to set up the MidTerm (or Final Exam) Assignment Types in the <u>Averaging</u> section at the <u>bottom</u> of the Course Weights screen first (as outlined above) so that these assignments will <u>not</u> be included in your Term averages. Once the assignments have been created in Rankbook/Gradebook, you can copy the scores into the appropriate grade headings.

Step 2: Copy the MidTerm (or Final) assignment grade in to Grade Heading column.

1. Click on the copy icon (2 small blue overlapping pages) at the top of the MidTerm (or Final Exam) Grade Heading column.
2. On the pop-up screen, find the MidTerm assignment under the Assignment section.
3. Click on MidTerm assignment to copy the grade into the MidTerm Grade Heading column.
4. Submit to record the grades.

Please refer to the <u>attached</u> guide for more details on Rankbook & Grading: **iTeacher_Submitting_Grades_From Rankbook**

Reminders

Check your Horizontal Averaging Rules.

Horizontal Averaging Rules are used to determine the weight of each Grade Heading when you use iPASS to calculate Mid-year, Year to Date, or Final Averages. These rules also come into play when calculating the Honor Roll and GPA.

If you changed the number of terms from 3 to 4 or added a MidTerm or Final Exam to the mix, you will have to adjust the Horizontal Average Rules to include those grade headings and indicate the percentage needed of each grade heading.

You may change the values in this table before processing either a Horizontal Average calculation, Honor Roll, or a GPA calculation if you want different weighting.

- Go to < Grading System > < Maintenance - Grading > < Horizontal Average Rules > (This table is not academic year specific.)
- Use the "Horizontal Average Rules Filters" option to find the specific rules to be reviewed or modified.
- To modify a Rule, click on the Rule to open the table, make adjustments, and Submit to record the changes.

Before running GPA, Honor Roll, or Horizontal Averaging the Horizontal Averages Rules need to be assigned to the course sections.

- This can be done individually in the Course Details or globally using < Scheduling System > < Course Catalog > < Assign Average Rules to Sections >.
- On the < Assign Average Rules to Sections > screen there is an option for Override = Yes. When set to Yes, the system will look at the Terms selected on the Course Schedule screen for each course section and will assign the corresponding Horizontal Average Rule on the Course Details screen for each section.