HARRIS
School Solutions

iTeacher: Submitting Competency Grades from the Gradebook

Overview:

This guide describes the steps for converting gradebook averages into competency grades for the purposes of producing a competency or skill-based report card for elementary grade levels.

Please note the following:

- Competencies and tasks must be assigned to individual assignments in the gradebook BEFORE submitting grades.

- The assignment type weighting and the "drop score" features on the **Course Weights** screen are NOT used when the system calculates competency and task averages.

Steps:

1. Login to your iTeacher account within iPass.

2. Click the plus sign ⊞ to the left of 📁 **iTeacher** and then click **Add/Modify Competency/**.

3. Ensure the correct Term is selected in the **Term:** field and in the **Course:** field select the first subject area for which you will enter grades.

4. Click **Search** and the class roster will display.

5. Click **Select Competencies/Tasks**. A pop-up window displays and will show a list of all the competencies and tasks associated with the class.

6. Click **Check** to select all the competencies and tasks associated with this subject and click **Submit**.

   NOTE: You can only select up to 10 checkboxes at a time so if the subject has more than 10 competencies and task then instead of clicking **Check** you will need to select up to 10 checkboxes the first time and then return to this screen to select the other competencies and tasks after entering grades for the first set.
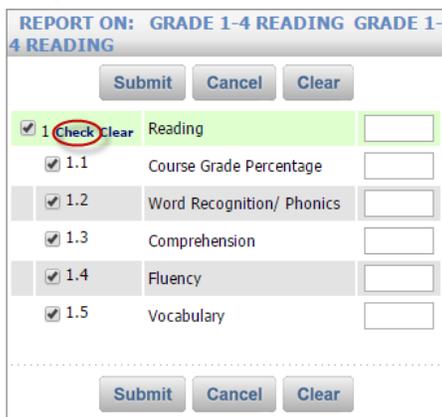
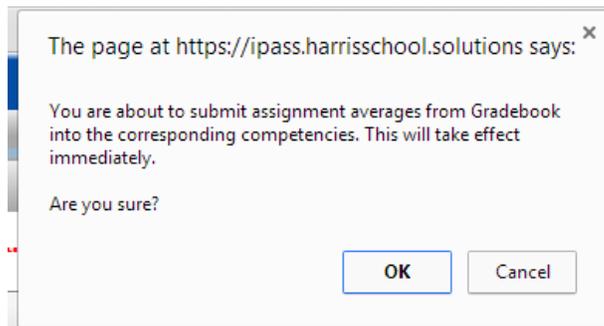 | REPORT ON: GRADE 1-4 READING GRADE 1-4 READING | | |
   |---|---|---|
   | Submit | Cancel | Clear |
   | ✔ 1 Check Clear | Reading | |
   | ✔ 1.1 | Course Grade Percentage | |
   | ✔ 1.2 | Word Recognition/ Phonics | |
   | ✔ 1.3 | Comprehension | |
   | ✔ 1.4 | Fluency | |
   | ✔ 1.5 | Vocabulary | |
   | Submit | Cancel | Clear |

7. The Competency grading grid displays showing columns for any items you selected in the pop-up screen. Notice that percentages displays under each grade entry box showing the current average for each task based on the gradebook assignments assigned to the task.

   NOTE: If the average appears as **(None)** this indicates that either there are no assignments attached to a specific task or that the assignments were never scored.

8. Click to populate the grade text boxes.

9. A pop-up warning will display. Click OK.

   Warning: This action will overwrite any grades that were previously entered on this screen!

10. The screen will refresh to display the matching grade code for each assignment percentage.

    NOTE: Some tasks may be blank if the system was configured to show no grade code for a certain percentage range.

11. If you wish to override any grade codes you may type directly into the grade box to change the value and click [Submit] . The percentage will change to a light blue color to indicate the grade code entered does not match the gradebook percentage.

ID	Name	Report	GL	Reading	Course Grade Percentage	Word Recognition/ Phonics	Comprehension	Fluency	Vocabulary
		Report	02	(None)	51 (51%)	X (41%)	X (49%)	(None)	X (52%)
		Report	02	(None)	96 (96%)	(100%)	(92%)	(None)	(93%)
		Report	02	(None)	51 (51%)	X (41%)	X (47%)	(None)	X (45%)
		Report	02	(None)	90 (89%)	(85%)	(84%)	(None)	(93%)
		Report	02	(None)	78 (78%)	(77%)	X (70%)	(None)	(83%)

NOTE: The [Submit Grades from Gradebook] button will override manually entered grades, therefore you should only manually override grades AFTER your last use of the [Submit Grades from Gradebook] button.

12. If you wish to autofill (mass assign) a certain grade code to all students for a certain task column then click [Select Competencies/Tasks] and enter a grade code in the text box to the right of the task name and click [Submit] .

13. If you were not able to include all competencies/tasks in the grid, then click [Select Competencies/Tasks] , deselect the tasks you just entered grades for and select the remaining tasks and repeat steps 7 – 12.

14. When you have entered grades for all competencies and tasks in a course/subject then scroll to the top and in the [Course:] field select the *next* subject area / course for which you will enter grades and repeat steps 4-13.

If you wish to enter a narrative comment for students continue with the following steps:

15. Click [Add/Modify Narrative] under [iTeacher] .

16. Select a Term and a Course and click [Search] .

17. A class roster appears. Click on the Student ID number for the student for which you will enter a comment.
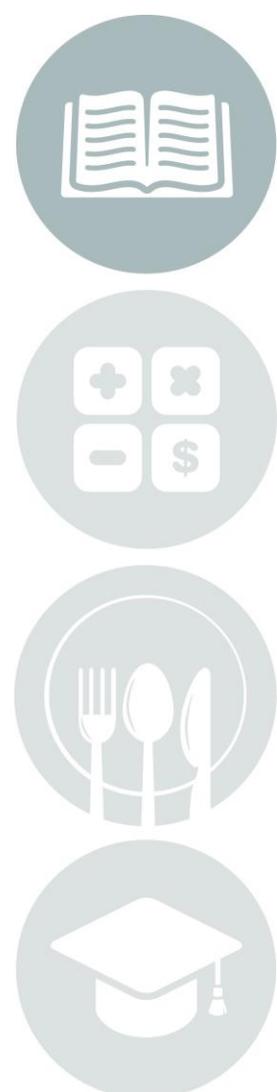
18. Type a comment into the textbox in the **Narrative Descriptions** section of the screen.

Narrative Descriptions

Teacher Comments

Save As: ▼   Create New: [   ]

Find and Add Grading Comment: 🔍

You may enter 4 lines of data

| |
| comment text goes here..... |

19. Click **Submit**

Helpful Hint! It is best to select one subject to enter all your comments under. If you enter multiple comments for the same student under multiple subjects it may not all fit on the printed report card.