Quick Guide: Grade Heading and Terms

IMPORTANT: At the beginning of each school year, the Grade Headings and Terms table must be filled out completely for each school for that school year.

Go to Grading System > Maintenance – Grading > Grade Headings & Terms Tab

Include Grades

The first column on the left displays the Grade Headings. The row across the top displays the Terms. Grade headings are checked off as "Include" in the terms in which they occur.

Grade Headings And Terms

Grade Headings →

Terms → [Submit]

Grade Heading	Q1	Q2	Q3	Q4
Progress Report 1 (Progress)	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Q1 (Term)	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Progress 2 (Progress)	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Q2 (Term)	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Mid Term Exam (Exam/Average)	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Progress 3 (Progress)	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades

If you have term courses that have a final grade at the end of each term, then those must be "Included" in each term as well:

Grade Heading	Q1	Q2	Q3	Q4
Q3 (Term)	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades
Progress 4 (Progress)	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades
Q4 (Term)	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades
Final Exam (Exam/Average)	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades
Final Grade (Final Avg)	☑ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades	☑ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☑ Display Grades

Final Exam and MidTerm Exams or Averages must also be "included" in the terms in which they will be graded. For example, if a MidTerm Exam occurs in full year courses, it must be included in Q2. The Final Exam would be included in Q4.

Opening and Closing Grade Headings

The Grade Headings must be OPEN for teachers to enter grades. Open the grade heading by checking the checkbox for "Open" and Submit at the bottom of the screen. Teachers may now enter grades into that grade heading.

Q1 (Term)	☑ Include ☑ Open ☑ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades

Once the period of time has ended for teacher grade entry, go back to the Grade Headings and Terms table and uncheck Open and Submit at the bottom of the screen. Teachers may no longer enter grades into that grade heading. This is important so that teaches do not continue to edit grades after report cards are generated.

Option to Open a Single Grade Heading in Multiple Terms:

iPass now offers the option to open a single grade heading in multiple terms. This will allow schools that offer multiple term types with overlapping grading windows (ie. Quarter Terms and Mini-Terms) the ability to open all the terms in a single grade heading at one time for grade entry. Previously each one would need to be opened separately.

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Example of overlapping terms:

Term Details		
Term	Start Date	End Date
T1	08/30/2016	11/30/2016
MT1	08/30/2016	10/14/2016
MT2	10/17/2016	11/30/2016

A typical rule to follow is that when grades are OPEN for teachers, they are CLOSED to parents and students. Once grades have been verified and teacher entry of grades is closed, then grade view is re-opened to parents and students. This is controlled using Show Grade Information setting or the Grant/Revoke Module Access for Grades page in iParent and iStudent configuration.

Display Grades

Checking off "Display" will allow teachers to view previous term, exam, and progress report grades entered for each student they are grading on the My Courses > Submit Course Grades and/or iTeacher > Add/Modify Course Grades screen.

The example below shows the Q3 grade heading open and grades for each student's previous terms are shown.

ID	Name	Rankbook Average	PR1	Q1	PR2	Q2	PR3	Q3	PR4
18058	Benavides, Maisa	90.88	94	80		77	75		
17087	Beneventi, Caterina	1.92		50		33	02		
18344	Bianchi, Viviano	75.18	95	86		64	82		
17187	Boni, Rosalia	79.83	27	80		72	68		
15030	Buccho, Gildo	71.98	71	86		71	62		
18317	Corum, John	86.55	31	65		73	15		
18102	Fuller, Barry	90.37	79	93		87	53		
18133	Galindo, Silvino	67.89	82	84		75	21		
18145	Hayden, Bruce	31.83	27	52		33	39		
6233	Holliday, Charlotte	34.45	100	87		73	42		
18316	Holsinger, Pauline	100.00	89	100		89	06		
16319	Loflin, Delores	4.26	84	74		66	05		
15205	Lucchese, Violetta	81.29	86	80		69	34		
18015	Lucio, Addison	97.12	80	87		94	91		