

WASWUG 2008

**Grading Connections
WESPac to
Web-Based**

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of**



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GRADING CONNECTIONS OVERVIEW

The objective of this presentation will be to demonstrate the relationships between the Grading Setup in WESPaC, and its effects on Educator Access Plus (EA+) Gradebook and Family/Student Access (FA/SA).

Family Access and Student Access will be discussed in this session. Family Access is a program that allows parents and students to view student information. If configured appropriately by the District, the Grading area of Family Access and/or Student Access will display EA+ Gradebook data. Although the options are almost identical in Family and Student Access, for purposes of demonstration this document will reference guardian viewing in Family Access only.

WESPAC GRADING SETUP CONNECTIONS TO EA+ GRADEBOOK

This document discusses the relationship between Educator Access Plus (EA+) Secondary Gradebook, Family/Student Access, and the following WESPaC Grading Setup tabs:

- Semester / Term Literals
- Grade Sets
- Course Length Sets
- Grading Periods
- Grade Buckets

To get the most out of this session you should have a good understanding of Grading setup.

WESPaC Grading Setup: Semester/Term Literals (first tab)

School Year: 2008 Entity: 400 HS Entity Instructor 400 - INS

Maximum Semester/Term/Period Values

Display	Scheduling	Attendance	Grading
Semesters: 2	Semesters: 2	Semesters: 2	Semesters: 2
Terms: 4	Terms: 4	Terms: 4	Terms: 4
Periods: 6	Periods: 6	Periods: 6	Periods: 6

The number of Semesters and Terms entered for Grading in the Entity Year record will reflect when the user accesses the Grading Setup area. This information is interactive and when changed in one area, the changes are reflected in the other area.

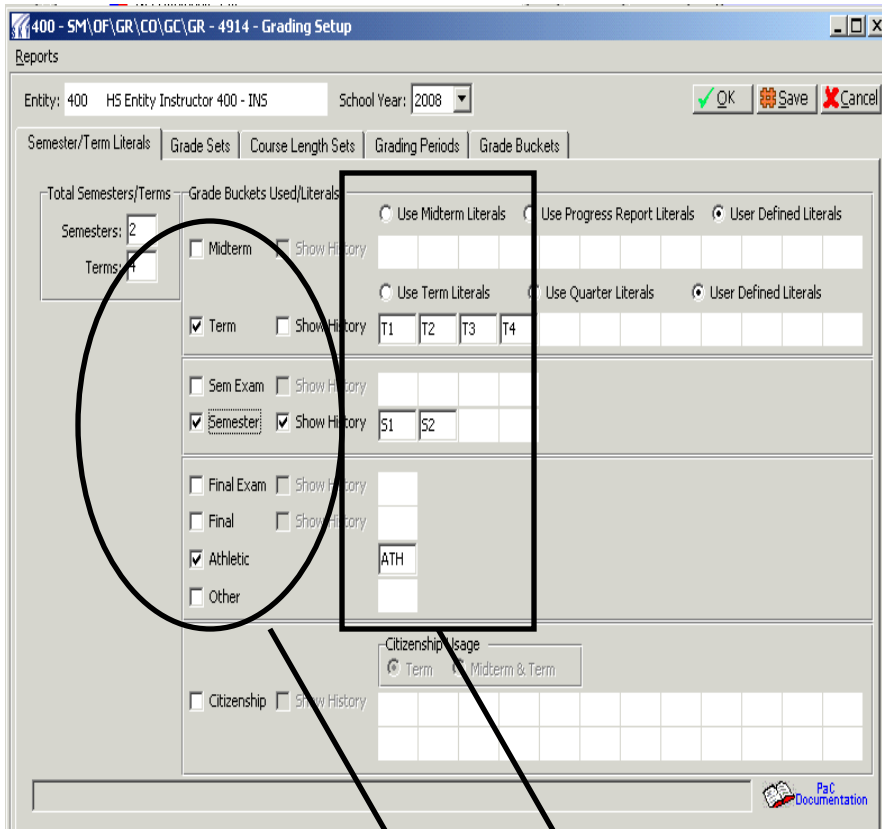
Path: WESPaC / Student Mngmnt / Entity / Edit / Edit Year

Entity: 400 HS Entity Instructor 400 - INS School Year: 2008

Total Semesters/Terms

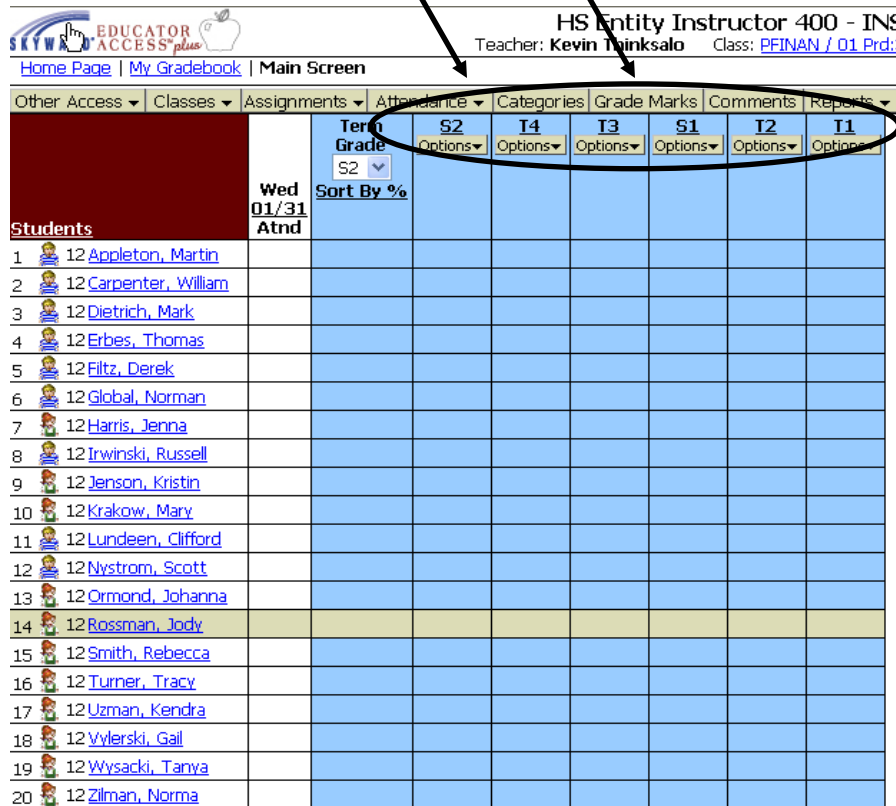
Semesters: 2
Terms: 4

Path: WESPaC / Student Mngmnt / Office / Grading / Codes / Grading Setup / Semester/Term Literals tab



The term and semester Literals entered on the **Semester / Term Literals** tab appear at the top of Grade Columns in EA+ Gradebook. These literals also determine which columns will appear in Family Access / Grading/Gradebook.

Path: WESPaC / Student Mngmnt / Office / Grading / Codes / Grading Setup / Semester/Term Literals tab



The **Semester Exam** checkbox must be checked if a semester exam will be part of the semester grade for teachers in this Entity, and Literals must be added. If the Entity uses an athletic grade or midterm grade, the **Athletic** checkbox and **Midterm** checkbox must be selected and a Literal added. For these to take effect, the corresponding boxes on the **Grade Sets** tab must also be checked.

Path: EA+ / Teacher Access / My Gradebook / Main Screen

It is important to use Term Literals, to accommodate the use of:

- Weighted Categories by Grading Period
- Drop Lowest Score utilities
- Gradebook Tracker Usage Report

Grade Sets (second tab)

In most cases the number of Grade Buckets established per Grade Set will determine the number of Grade columns that appear in both EA+ Gradebook and Family Access. The exception to this rule is the Athletic Bucket. Use of the Athletic Bucket creates a Posting Period, but not a Grading column that displays in either EA+ Gradebook or Family Access.

Grade Set ID: SM Description: SEMESTER

Number of Graded Semesters in this Course Grade Set: 1

Number of Graded Terms in this Course Grade Set: 2

Use Midterm # of Grade Buckets: 0 Use Final Exam

Use Term # of Grade Buckets: 2 Use Final

Use Sem. Exam # of Grade Buckets: 1 Use Athletic

Use Semester # of Grade Buckets: 1 Use Other

Use Citizenship # of Grade Buckets: 0

	Midterm Grades	Term Grades	Exam Grades	Semester Grades	Final Exam	Final Grade	Citizen Grades	Total 0 or 100
Midterm GPA:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term GPA:	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00
Semester GPA:	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
Cumulative GPA:	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
Earned Credits:	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
Citizenship GPA:	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00

Path: WESPaC / Student Mngmnt / Office / Grading / Codes / Grading Setup / Grade Sets tab

HS Entity Instructor 400 - INS
Teacher: Kevin Thinkalo Class: PFINA / 01 Prd:3 PERSONA

Home Page | My Gradebook | Main Screen

Other Access	Classes	Assignments	Attendance	Categories	Comments	Reports	Display Options	Quick Scoring
Term Grade	S2	SE2	I4	I3	S1	SE1	I2	I1
Options	Options	Options	Options	Options	Options	Options	Options	Options
Wed 01/31 Atnd	Sort By %							
Students								
1	12 Appleton, Martin	*				*		
2	12 Carpenter, William	*				*		
3	12 Dietrich, Mark	*				*		
4	12 Erbes, Thomas	*				*		
5	12 Filtz, Derek	*				*		
6	12 Global, Norman	*				*		
7	12 Harris, Jenna	*				*		
8	12 Inwinski, Russell	*				*		
9	12 Jenson, Kristin	*				*		
10	12 Krakow, Mary	*				*		
11	12 Lundeen, Clifford	*				*		
12	12 Nystrom, Scott	*				*		
13	12 Ormond, Johanna	*				*		
14	12 Rossman, Jody	*				*		
15	12 Smith, Rebecca	*				*		
16	12 Turner, Tracy	*				*		
17	12 Uzman, Kendra	*				*		
18	12 Vylerski, Gail	*				*		
19	12 Wysacki, Tanva	*				*		
20	12 Zilman, Norma	*				*		

Path: EA+ / Teacher Access / My Gradebook / Main Screen

If teachers in the Entity will use a semester exam, select the **Semester Exam** checkbox and type the number of semester exams that will appear in the highlighted Grade Set. This causes a SE (Semester Exam) column to appear in Gradebook. The **Semester Exam** box must be checked on the **Semester / Term Literals** tab for the **Use Sem. Exam** box and its accompanying **# of Grade Buckets** box to be available. The same is true for all other checkboxes on this screen (for example, **Use Midterm**): the related box must be checked on the **Semester / Term Literals** tab. You may use only one semester exam per semester, and only one midterm per term.

Check **Use Athletic** if the school will use an athletic bucket for this Grade Set.

Once the Semester/Term literals are established, and the # of Grade Buckets on the Grade Sets tab is entered, the buckets must be moved into the appropriate Grading Period on the **Grade Buckets** tab.

Athletic Grading

With the release of the Athletic Eligibility Posting feature in EA+ Gradebook, the following method is the recommended setup method:

1. Check the **Athletic** box on the **Semester/Term Literals** tab.
2. Check the **Use Athletic** box for all desired Grade Sets on the **Grade Sets** tab.
3. Move the Athletic bucket from the **Available** area to the **Selected** area all Grading Periods on the **Grade Buckets** tab (Figure 1).

Assign Grade Buckets to Grading Periods												
Grading Period	Description	Grd Prd Str Trm	Grd Prd Stp Trm	SEMESTER	Str Term	Stp Term	TERM	Str Term	Stp Term	YEAR	Str Term	Stp Term
1	Term 1	1	1	T1, ATH	1	2	T1, ATH	1	1	T1, ATH	1	4
2	Term 2/Semester 1	2	2	T2, S1, ATH	1	2	T2, ATH	2	2	T2, S1, ATH	1	4
3	Term 3	3	3	T3, ATH	3	4	T3, ATH	3	3	T3, ATH	1	4
4	Term 4/Semester 2	4	4	T4, S2, ATH	3	4	T4, ATH	4	4	T4, S2, ATH	1	4

Path: WESPac / Student Mngmnt / Office / Grading / Codes / Grading Setup / Grade Buckets tab

Figure 1

In EA + Gradebook, the **Post Athletic Eligibility Grades for** (Figure 2) dropdown box will appear at the top of the posting screen. The teacher selects the desired Grading Period to post athletic grades for and clicks the **Post Grades** hyperlink.

Although the Athletic Bucket is attached to specific Grading Periods, this bucket is accessible at any time throughout the school year. It is not tied to the input dates as a Term or Semester Grade Bucket is, allowing access at desired athletic grading times between term and semester dates. In addition, when accessing this bucket through the Secondary Gradebook, only those students with an Active, current Activity will display on the posting screen for the teacher.

Athletic Eligibility	
Post Athletic Eligibility Grades for: <input type="text" value="PR1"/>	Post Grades

Path: EA+ / Teacher Access / My Gradebook / Main Screen / Post Grades

Figure 2

Benefits:

- The teacher can quickly find the correct posting area when it's time to post athletic grades.
- Teachers can Post Grades for the Athletic Bucket at any point in the school year, not just at designated Grade Period Input times for Term and Semester grading.
- Only students enrolled in an activity appear on the posting screen.

Drawbacks:

- Teachers who post using Educator Access Plus rather than EA+ Gradebook will not be able to post to the Athletic Bucket using Report Card Posting, other than during a Grade Input Period, giving the teacher an opportunity to alter the Grade Mark received by a student. The teacher can, however, use Athletic Eligibility Posting to enter and alter Grade Marks for students attached to an Activity group at any time during the school year.
- The Athletic Grading Period will always be available for posting in Gradebook. There is no way to make this area unavailable for posting as you can for other Grading Periods by modifying the Grade Input Period Start and End dates. For example, even though the T3 Grade Input Period dates are 03/14/08 to 03/20/08, the ATH bucket that is attached to T3 will be available outside of these dates.

Course Length Sets (third tab)

Entity: 400 HS Entity Instructor 400 - INS School Year: 2008

Semester/Term Literals | Grade Sets | **Course Length Sets** | Grading Periods | Grade Buckets

ID	Short Description	Long Description	Grade Set	GPA Credits	Earned Credits	Academic Hours
SM	SEMESTER	SEMESTER	SEMESTER	0.500	0.500	0.000
TM	TERM	TERM	TERM	0.250	0.250	0.000
YR	YEAR	YEAR	YEAR	1.000	1.000	0.000

Lookup: SM

ID	Type	Description	Dsp Trm	Dsp Str	Dsp Par	Nbr Str	Nbr Par	Nbr Exp	Attendance Start Date	Attendance End Date	Allow Partial	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	
S1	Normal	SEMESTER 1	S1	01	02	02	01	02	02	08/24/2007	01/14/2008	Yes	1	1									
S1	Subset	Term 1 Sem	T15	01	01	01	01	01	01	08/24/2007	11/07/2007	Yes	1										
S1	Subset	Term 2 Sem	T25	02	02	01	02	02	01	11/08/2007	01/14/2008	Yes		1									
S2	Normal	SEMESTER 2	S2	03	04	02	03	04	02	01/15/2008	08/23/2008	Yes			2	2							
S2	Subset	Term 3 Sem	T35	03	03	01	03	03	03	01/15/2008	04/30/2008	Yes			2								
S2	Subset	Term 4 Sem	T45	04	04	01	04	04	01	05/01/2008	08/23/2008	Yes			2								

Lookup: S1

Enter the Course Length Set ID to search the above list for.

Each Course Length Set includes Class Control Sets. These open or limit scheduling of a student into a course of this length. Subsets are used to allow a student to take part of this course. For example, Angela Augustine transferred to our High School for Semester 2. The Registrar enrolled her in this class, using the Sem 2 of Year subset.

Path: WESPaC / Student Mngmnt / Office / Grading / Codes / Grading Setup / Course Length Sets tab

EDUCATOR SKYWARD ACCESS plus

Home Page | My Gradebook | Main Screen

Other Access ▾ Classes ▾ Assignment

Thu 02/01
Atn'd

Students

1 09 Augustine, Angela *

An Asterisk (*) next to a student's name in EA+ Gradebook indicates a student that has been scheduled into a subset of the Course Length.

Path: EA+ / Teacher Access / My Gradebook / Main Screen

EDUCATOR SKYWARD ACCESS plus

Home Page | My Gradebook | Main Screen | **Student Options**

Augustine, Angela ▾ **Angela Augustine *** * is only scheduled for "SEM 2 OF YEAR" of this YEAR long class.

Path: EA+ / Teacher Access / My Gradebook / Main Screen / Student Name hyperlink

400 - SM\OF\GR\CO\GC\GR - 4914 - Grading Setup

Reports

Entity: 400 HS Entity Instructor 400 - INS School Year: 2008

OK Save Cancel

Semester/Term Literals Grade Sets Course Length Sets Grading Periods Grade Buckets

Course Length Set

ID	Short Description	Long Description	Grade Set	GPA Credits	Earned Credits	Academic Hours
SM	SEMESTER	SEMESTER	SEMESTER	0.500	0.500	0.000
TM	TERM	TERM	TERM	0.250	0.250	0.000
YR	YEAR	YEAR	YEAR	1.000	1.000	0.000

Lookup: SM

Class Control Set

ID	Type	Description	Dsp Trm	Dsp Str	Dsp Stp	Nbr Sch	Sch Stp	Nbr Sch	Sch Stp	Attendance Start Date	Attendance Stop Date	Allow Partial	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11
S1	Normal	SEMESTER 1	S1	01	02	02	01	02	02	08/24/2007	01/14/2008	Yes	1	1									
S1	Subset	Term 1 Sem	T15	01	01	01	01	01	01	08/24/2007	11/07/2007	Yes	1										
S1	Subset	Term 2 Sem	T25	02	02	01	02	02	01	11/08/2007	01/14/2008	Yes		1									
S2	Normal	SEMESTER 2	S2	03	04	02	03	04	02	01/15/2008	08/23/2008	Yes			2	2							
S2	Subset	Term 3 Sem	T35	03	03	01	03	03	01	01/15/2008	04/30/2008	Yes			2								
S2	Subset	Term 4 Sem	T45	04	04	01	04	04	01	05/01/2008	08/23/2008	Yes				2							

Lookup: S1

Enter the Course Length Set ID to search the above list for.

Pac Documentation

In addition, the Attendance Start and Stop Dates for the Class Control Sets determine when attendance can be taken by teachers in EA+ and EA+ Gradebook.

Path: WESPaC / Student Mngmnt / Office / Grading / Codes / Grading Setup / Course Length Sets tab

SKYWARD EDUCATOR ACCESS plus

HS Entity Instructor 400 - INS

Teacher: Kevin Thinksalo Class: AMGOV / 02 Prd:?

Take Daily Attendance - By Name

Take Attendance for Thursday, December 27, 2007

[Alert Legend](#) | [Show Today's Attendance for All Periods](#)

Alerts	Student Name	GR	Absent	Tardy	Present	Absent Count	Tardy Count	Thu 12/27	Wed 12/26	Tue 12/25
	Ahre, Brent	12	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	3	1			
■	Bentley, Samantha	12	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1	2			
■	Brubaker, Cynthia	12	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1		W -		
	Bullis, Steven	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1				
■	Campbell, Quinn	09	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>					

In this example of EA+ Gradebook Attendance, today's date is included in the Attendance Start and Stop Dates allowing the teacher to submit today's attendance data for this class.



















Path: EA+ / Teacher Access / My Gradebook / Attendance dropdown / Take Daily Attendance - By Name

Take Daily Attendance - By Name

Take Attendance for **Thursday, December 27, 2007**

Attendance can not be entered, this class does not meet today.

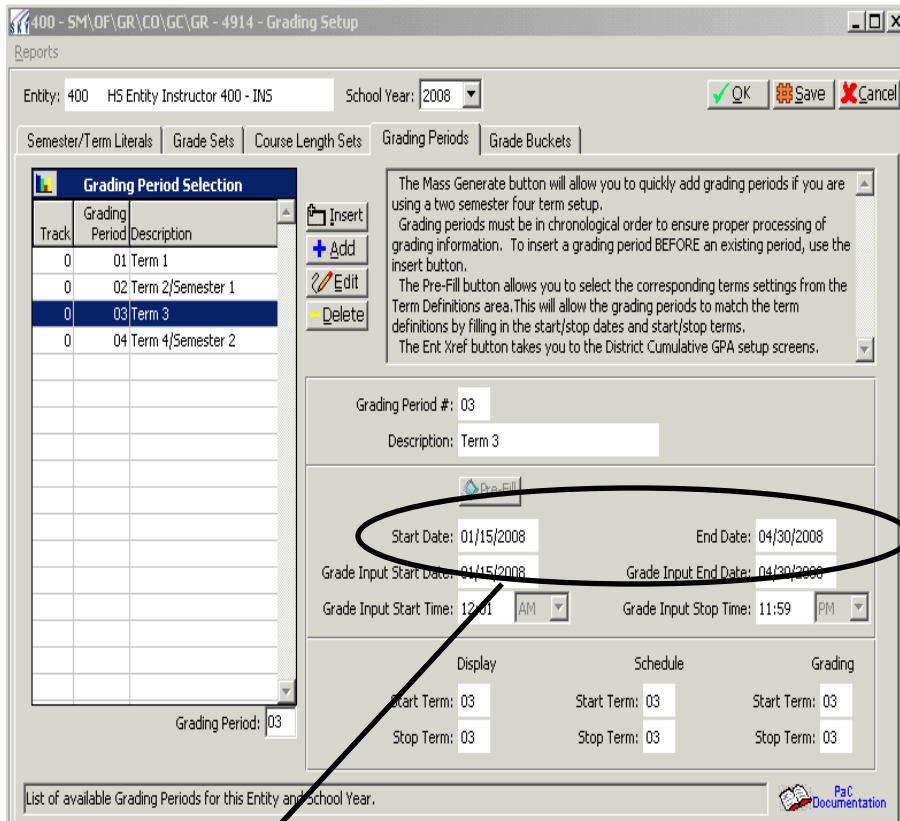
[Alert Legend](#) | [Show Today's Attendance for All Periods](#)

Alerts	Student Name	GR	Absent	Tardy	Present	Absent Count	Tardy Count	Thu 12/27	Wed 12/26	Tue 12/25
	Ahre, Brent	12				3	1			
	Bentley, Samantha	12				1	2			
	Brubaker, Cynthia	12				1			W -	
	Bullis, Steven	10				1				
	Campbell, Quinn	09								

In this example of EA+ Gradebook Attendance, today's date is NOT included in the Attendance Start and Stop Dates, therefore the teacher is unable to submit today's attendance data for this class.

Path: EA+ / Teacher Access / My Gradebook / Attendance dropdown / Take Daily Attendance – By Name

Grading Period (fourth tab)



Grading Period Start and End dates determine which Grading Period grade column the assignments will count toward. In this example, the Term 3 Grading Period Start and End dates are 01/15/08 through 04/30/08. The EA+ Gradebook assignment has a Due Date of 03/17/2008. Therefore, the assignment is calculated into the T3 column in EA+ Gradebook and contributes to the Term 3 grade.

Path: WESPaC / Student Mngmnt / Office / Grading / Codes / Grading Setup / Grading Periods tab

T3	Homework
Options▼	03/17/2008
	HMWK
	25
	22.00
*A	25
C	18
B	21
P	15
A-	23

Path: EA+ / Teacher Access / My Gradebook / Main Screen

Troubleshooting Tips:

PROBLEM 1:

The semester grade doesn't calculate correctly when weighted terms are used.

If the Entity is using Educator Access Plus Gradebook, Grading Period term dates should **never** overlap. This should be avoided because it can cause weighted term calculations to be inaccurate. If the problem above is reported, confirm that no term Grading Period dates overlap.

PROBLEM 2:

A teacher has created an assignment with a due date that he says should cause it to appear in a certain term, but it appears in a different term in Gradebook.

If the Grading Period dates aren't aligned with Class Control Set dates, the teacher may give an assignment a Due Date that falls within a term's attendance dates but not within its Grading Period dates. Check the Class Control Set dates to be sure they are aligned with the Grading Period Start and End dates.

Grade Buckets (fifth tab)

Entity: 400 H5 Entity Instructor 400 - INS School Year: 2008

Semester/Term Literals Grade Sets Course Length Sets Grading Periods Grade Buckets

Grading Period	Description	Grd Prd Str Trm	Grd Prd Stp Trm	SEMESTER	Str Term	Stp Term	TERM	Str Term	Stp Term	YEAR	Str Term	Stp Term
1	Term 1	1	1	T1, ATH	2	2	T1, ATH	1	1	T1, ATH	1	4
2	Term 2/Semester 1	2	2	T2, S1, ATH	1	2	T2, ATH	2	2	T2, S1, ATH	1	4
3	Term 3	3	3	T3, ATH	3	4	T3, ATH	3	3	T3, ATH	1	4
4	Term 4/Semester 2	4	4	T4, S2, ATH	3	4	T4, ATH	4	4	T4, S2, ATH	1	4

Available Grade Buckets

Selected Grade Buckets

Athletic
Term 01

Grade Buckets for Grading Period 1 in Course Grade Set 'SEMESTER'.

Moving a Grade Bucket from the **Available Grade Buckets** area to the **Selected Grade Buckets** area is the final step to make the Bucket/Grade Column appear in EA+ Gradebook and Family/Student Access. Any Bucket that remains in the **Available Grade Buckets** area will NOT appear in either EA+ Gradebook or Family/Student Access.

Path: WESPaC / Student Mngmnt / Office / Grading / Codes / Grading Setup / Grade Buckets tab

Notes:

- It is NOT recommended to leave buckets in the Available Grade Buckets area. These are known as “hanging” buckets and can cause issues in calculation of grades in EA+ Gradebook.
- The Selected Grade Buckets determine the columns teachers will see in EA+ Gradebook and the Grade columns guardians/students will see in Family/Student Access. If a Grade bucket is not moved from the Available Grade Buckets to the Selected Grade Buckets box, the bucket will not appear in the Web products.
- Athletic Grade Buckets never appear as a column in EA+ Gradebook. Access to the Athletic Grade Bucket is available in EA+ through My Gradebook / Post Grades, or My Classes / Athletic Eligibility Posting.