

## JGrade Book/JPAMS Quick Tips

### Things to use JGrade Book for:

- enter students' grades
- enter assignments that are "tagged"/linked to the Comprehensive Curriculum and GLEs
  - -If you would like to link it to a GLE without using a Unit, select "Unit 0". Then, click "next" and you will see all the GLEs for that particular subject. You can link an assessment to 1 or more GLEs

#### ***Why would you want to link an assessment to a GLE?***

By linking an assessment to a GLE, teachers and administration can view a GLE that may need to be re-taught in the classroom. For example: If a teacher notices that the majority of his/her class scored below 80%, then he/she may need to go back and re-teach that GLE (maybe use a different approach). This would be a great source of data for PLC meetings/Grade-Level meetings.

***Helpful Tool when doing this:*** Before sending a test to be copied, write the GLEs that are covered on that test on the top of the paper. This way when a teacher goes to grade the assessment the GLEs will be easy to access.

- View Assessment data for a specific student, assignment, or final grades for a subject:
  - Reports- "Curriculum Checklist" (monitor when GLEs were taught/assessed)
  - Reports: "Curriculum monitor" (see all teachers in your grade level that have taught that GLE and see the avg. for that class and GLE. For example: GLE 02 (c/4). This means that a C was the average for the class and 4 assessments were given to test that GLE.
  - Reports: "Grade Summary"
    - You can view by selected student (highlight student and then click "report" "grade summary" "selected student")
    - You can view by assignment (highlight the assignment column for a specific subject and then click "reports" "grade summary" "assignment")
    - You can view by all assignments (choose a subject – click "reports" "grade summary" "all assignments")
    - You can view by final grades (choose a subject- click "reports" grade summary" "final" Great ☺)
- View and print Term grades (Basically this is what you would see on the report card; however, when doing this you will view all students and all of the nine week grades for ONE subject)
  - "reports" "Term Grades Report"
- Print a "student Progress Report" for a specific subject. This is great to send home to the parents of any child that has a "C" average or below in any subject. I usually send this home before and/or after progress reports to inform parents of their child's current average and the grades they received on specific assignments. This report shows all assignments given to that specific student for a specific subject during a specific nine weeks. It also shows the grades they received on that assignment (i.e. Math Unit 4 Quick Quiz 2 3/5)
  - Usually when I do this I write a note saying that this is not an official progress report, but that I wanted to inform them of their child's current average in a specific subject(s). I also attach an objective guide or information on what we will be covering during the next couple of weeks in that subject so that the parents can get a head start on the material. This is up to you.

- check demographics of a student (blue graduation cap on screen)
  - This basically contains all student private information (i.e. phone number, address, guardian name(s). This is a great tool to use when you are home and need to contact a parent or you are completing information on a student. You might want to make sure that this information is up-to date with the office forms.
- You may also view that student's permissions (i.e. video/picture and internet use)
  - "Students" – "view student Permissions"- this would need to be FIRST entered by an administrator/secretary.
- Optional for each school: teachers can enter their own attendance in the morning
  - When logging in- instead of choosing Jgrade book, click: go to log in as usual and at the top there is an attendance button. Here you would mark your attendance and then click on the red box to send your data in to the secretary. Problem: What would you do if there was a substitute in a homeroom class?
  - Teachers can also view their attendance records by choosing: "reports" "attendance roll book" and then selecting a start and end date for the report.
- Post conduct: This allows you to enter conduct grades, special notes- i.e. the child is below Reading level.
  - Select a subject and marking period- "students" "post conduct"
    - Codes with a P in front – positive comments (shown improvement)
    - Codes with an N in front- negative comments (needs to improve)
    - We have asked for a subject titled "conduct", but not sure if this will work- stay tuned! 😊
- ❖ Parent Command Center:
  - Parents will be able to log on and check their child's current grades.
    - Teachers will need to be accountable for entering their grades within a certain amount of time designated from administration. This is very important! This availability is meant to alleviate parent phone calls- not add more. 😊
    - The parents will need to know the last 4 digits of their child's social security number. They will also need a username and password.
    - The school will need to go in and check to make sure that only the parent who has custodial rights is allowed to access this information. (There is a box to check on the administration account)
- ✓ Highlight tool – highlights all missing assignments (very useful when trying to make up work 😊)
- ✓ It is important to remember to save and recalculate grades on a normal basis
- ✓ It is also assumed that teachers know to that before doing any of this, they must select a subject and marking period

Happy Grading! 😊

-Christine Smith