

MISTAR HELP SHEET: GRADE BOOK SET-UP

STARTING YOUR GRADE BOOK SET-UP

Enter MiStar Grade book and Select a class.



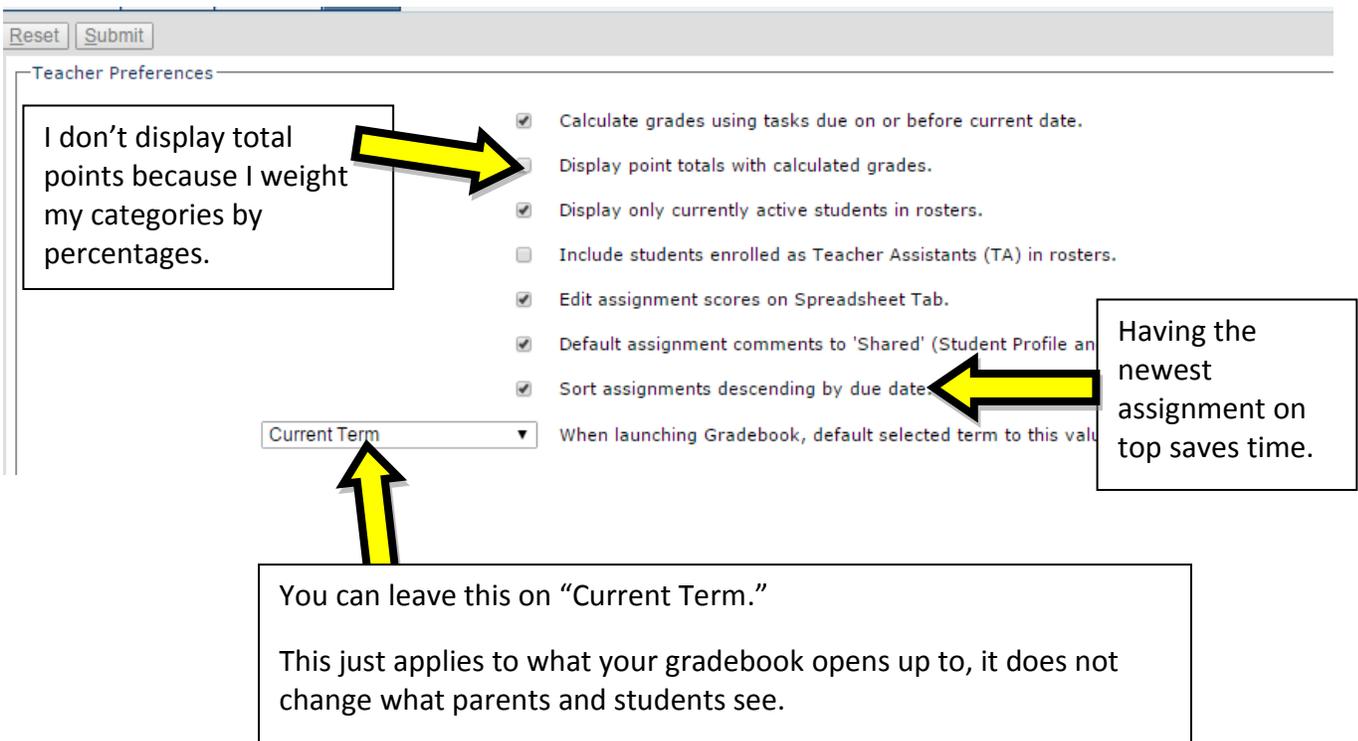
When setting up your grade book, start at the top of the menu on the left and work your way down.

PREFERENCES:

These are settings that apply to all of your classes. Your settings will carry over from one year to the next.



Here is what the preference menu looks like. These settings are the ones that I use.



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CLASS OPTIONS: This section sets how grades will be calculated and what information parents and students can see. This is specific to each class; however, you can apply it to many classes at a time. To apply these settings to other classes, place a check in the box in front of the class name.

Click on "Options"

If you weigh categories based on percentage, select Percentage Calculation

Select "Academic" for the default mark type

I suggest setting missing scores to count as zero vs. typing zeroes in for missing work, so they will appear as missing on reports.

The screenshot shows the 'Options' configuration page. The 'Calculate Student Grades Using' section has 'Percentage Calculation Method' selected. The 'Default Mark Type' is set to 'Academic'. In the 'Missing Assignment Scores' section, 'Count As Zero In Grade Calculations' is selected. A table on the right lists various courses with checkboxes for applying class options.

The assignment Publishing section controls what parents and students see when they check parent and student connect.

Select Share and display

You will need to change this each marking period. Do not set it to "Progress"

The screenshot shows the 'Assignment Publishing (Profile, ParentConnection)' settings. Under 'Share Assignment Information With Those Permitted Access', 'Display Current Calculated Gradebook Mark' and 'Display Current Calculated Gradebook Mark Percentage' are selected. The 'Calculated Marking Term To Display' is set to 'Marking Period 4'. Under 'Display Assignment Class Averages', 'Display Assignment Class Averages' is selected.

I don't display class averages. If any student hasn't taken the test, it brings down the average. If the average is low parents sometimes think the test is unfair.

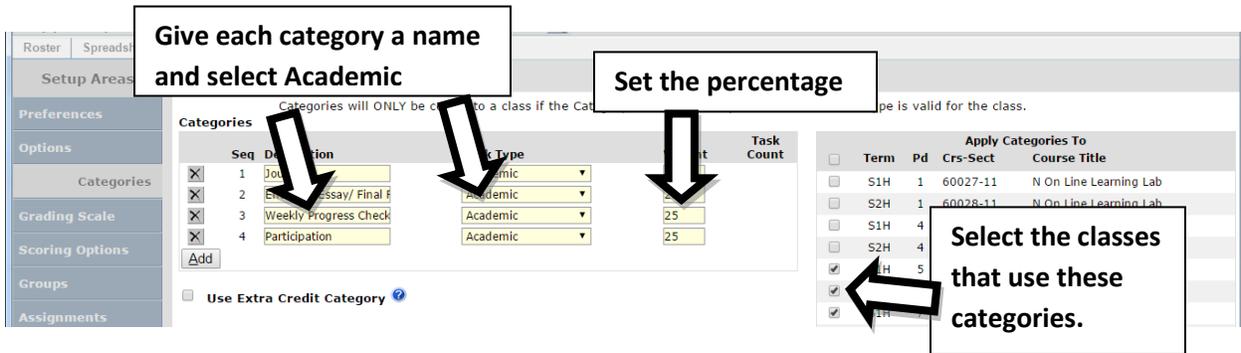
I like to display the percent for assignments so parents and students know what the equivalent grade would be.

The screenshot shows the 'Copy Setup' configuration page. Under 'Display Assignment Class Averages', 'Do Not Display Assignment Class Averages' is selected. Under 'Display Assignment Percentage Value', 'Display Assignment Percentage Value' is selected. The 'Calculated Marking Term To Display' is set to 'Marking Period 4'.

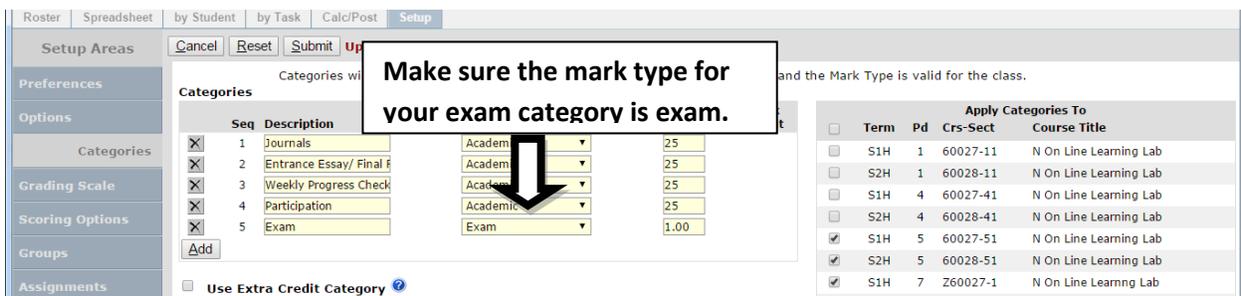


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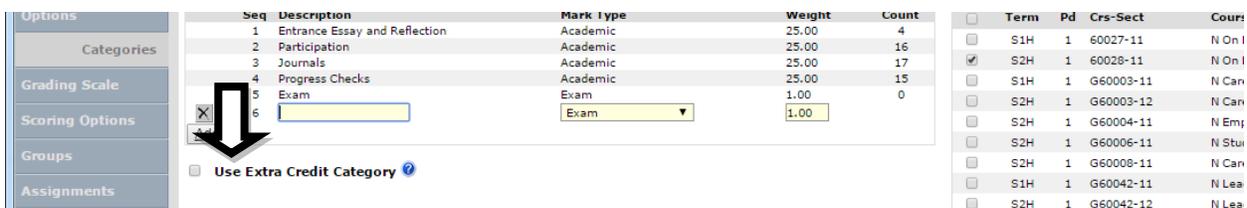
CATEGORIES: This is the section where you create categories. If you weigh your grades, this is also where you assign each category its weight. You must have at least 1 category.



You will need to create a category for your exams and mark it as an exam mark. You can wait until closer to exam time, or set it up now. If you use point calculation, create 1 exam category. If you weigh your grades, you can create an exam category for each quarter and set the percentage for each to 50.



I do **NOT** suggest that you use the Extra Credit Category unless you read and understand how it works. This will take each student's average in the category, multiply it by the percentage that you set and add it to the overall percentage.



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GRADING SCALE: There are two grading scales that you will need to set: Academic and Exams (Exam marks might not show up until you create an exam mark category)

Click on "Grading Scale"

Click on "Apply Defaults"

If you want to create your own grading scale, click "add"

Scale Name	Mark	Min Pct	Color
Default	A	92.5	█
	A-	89.5	█
		86.5	█
		82.5	█
		79.5	█
		76.5	█
		72.5	█
		69.5	█
	D+	66.5	█
	D	62.5	█
	D-	59.5	█
	E	0.0	█

Type the values in, give the grading scale a name

Select all of the classes to which this scale applies

When finished, click "Submit"



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SCORING OPTIONS: Scoring options allow you to assign codes to common situations, like “Late Submission”. This is also where you can create a code to exclude a student from an assignment.

Click on “Scoring Options”

Click on “Add” to add a scoring option

Term	Pd	Crs-Sect	Apply Score Options To Course Title	
<input checked="" type="checkbox"/>	S1H	1	60027-11	N On Line Learning Lab
<input type="checkbox"/>	S2H	1	60028-11	N On Line Learning Lab
<input type="checkbox"/>	S1H	2	60027-21	N On Line Learning Lab
<input type="checkbox"/>	S2H	2	60028-22	N On Line Learning Lab
<input type="checkbox"/>	S1H	3	60027-31	N On Line Learning Lab
<input type="checkbox"/>	S2H	3	60028-31	N On Line Learning Lab
<input type="checkbox"/>	S1H	5	60027-51	N On Line Learning Lab

Type in a code, and the name of your scoring option

If you don't want an assignment to count towards a student's total, click “Ignore Task”

If you don't want the option to alter the points that you type in, type in 100 for the percent.

Code	Description	% of Score Earned	OR	Ignore Task	Color
<input checked="" type="checkbox"/> E	Excuse Student from T	%		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> L	Late	100.00%		<input type="checkbox"/>	
<input checked="" type="checkbox"/> I	Incomplete	100%		<input type="checkbox"/>	

Add a check in front of all classes that will be using these scoring options.

When you are finished, click “Submit”

Term	Pd	Crs-Sect	Course Title	
<input checked="" type="checkbox"/>	S1H	1	60027-11	N On Line Learning Lab
<input checked="" type="checkbox"/>	S2H	1	60028-11	N On Line Learning Lab
<input type="checkbox"/>	S1H	2	60027-21	N On Line Learning Lab
<input type="checkbox"/>	S2H	2	60028-22	N On Line Learning Lab
<input type="checkbox"/>	S1H	3	60027-31	N On Line Learning Lab
<input type="checkbox"/>	S2H	3	60028-31	N On Line Learning Lab
<input checked="" type="checkbox"/>	S1H	5	65231-51	F Spanish 2 - Sem 1
<input checked="" type="checkbox"/>	S2H	5	65232-51	F Spanish 2 - Sem 2
<input checked="" type="checkbox"/>	S1H	6	65231-63	F Spanish 2 - Sem 1
<input checked="" type="checkbox"/>	S2H	6	65232-63	F Spanish 2 - Sem 2
<input type="checkbox"/>	S1H	0	Z60027-1	N On Line Learning Lab
<input type="checkbox"/>	S2H	0	Z60028-1	N On Line Learning Lab

