The Grading Spreadsheet

A Tour of the Grading Spreadsheet

- **Marking Period/Exam** Tabs – There is an MP tab for each Marking Period during which the course meets. There will be an **Exam** tab if the school wants you to grade a MidTerm, Final or other Exam. There is always a **Year Summary** tab.
- **Active Students** label – Above the class roster is the "**Active Students**" label. Click it to reach the **Course Roster** screen for this course. It tells you how many active and dropped students are on your roster. It also tells you how many are "hidden" and do not show on the spreadsheet.
- **Student Names** are clickable and take you to the "all assignments for one student" screen for that student.
- **Student Ids** are clickable and take you to student's Addresses.
- **MP Averages** are clickable and take you to a screen which shows exactly how the MP average is calculated for that student.
- **Sorting** Assignments – Controls order of displayed Assignments..
- **Class Statistics**– Class Average, mode, mean & standard deviation.
- **Mode Tabs** – tabs for other modes of the spreadsheet screen including: **Attendance** – a class attendance spreadsheet, **Seating Chart**, **Documents** – course documents (e.g. curriculum guide), **Assessments** (see Assessments below) and **Standards** - core curriculum standards analysis.

The Spreadsheet Grading Screen

Student with IEP and other icons.

"Add Assignment" Quick Link

A 'highlighter' H with a white instead of a green H background means a Parent Access login is linked to this student.

Student Information Icons

Icons next to the student's name can indicate if a student has an IEP ( ), is a 504 student, has a medical condition or other local information.

Accessing the Add SINGLE Assignment Screen

Click the "**Add Assignment**" Quick Link in the "Quick Links" section at the upper right of the spreadsheet screen. Or, Click the "Assignments" 2nd level tab and then click the "**Add Assignment**" 3rd level tab.

Viewing how the Student's MP Average is Calculated

To view how a student's MP Average is calculated, click on the highlighted average in the "MP Ave" column.

View and Change Assignments for one Student

To view and change all Assignments for one student, click on the student's highlighted name.

Viewing Address and Contact Information for a Student

To view a student's address and contact information, and to access the parts of the student's record you are allowed to see, click on the student's highlighted student id.