

GENESIS USER DOCUMENTATION - POSTING GRADES FROM THE
GRADEBOOK TO THE REPORT CARD GRADING SYSTEM

- I. **Grading Overview**
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I. Genesis Grading Overview

Posting Grades in Genesis is designed to be as easy as possible. Marking Period and Interim grading use the same screens and a very similar “grade entry” scheme. Grading from within the Genesis Gradebook uses very similar screens, with the addition of the grades that the Gradebook itself has calculated for each student.

A. Opening and Closing Grades

A Genesis Grading Administrator will “*open*” grading. Once grading is open, you will be able to enter your grade and comment selections into Genesis. Grading is not a “one shot” process: you can enter, re-enter, correct, and edit grades as long as Grading remains “*open*”. You may enter the Genesis grading screens as often as you like in this period.

At some pre-selected time, the Genesis Grading Administrator for your school will “*close*” grading and you will no longer be able to update grades for the specified period. (See Section V below).

“*Opening*” and “*Closing*” grading are administrative actions that control your access to the Genesis Grade Posting screens. After Grading is “*closed*”, only Guidance Counselors can update student grades.¹

B. Posting Grades through the Genesis Gradebook

Posting grades via the Genesis Gradebook is virtually identical to posting grades via the [Grading→Post Grades](#) screens. The essential difference is that the students’ average grades are displayed and can be copied by a single click into the “post grades” fields.

¹ This depends on your school. It is possible to briefly *open* and then *close* grades in order to allow one or more teachers to quickly update their grades.

II. Marking Period Grading from the Gradebook

Gradebook→Gradebook Spreadsheet Screen

The screenshot displays the 'Gradebook→Gradebook Spreadsheet' screen. At the top, it shows the school year (2008-09) and the school (Genesis High School). The main area is a spreadsheet for the course '35210/4 - US History 2, MTWRF, Per. 4-5 (PY)'. A yellow callout box highlights a message 'MP1 Grading Open' in the top right corner of the spreadsheet. The spreadsheet columns include student names, scores, and dates. A summary row at the bottom shows 'Assignment Average' with values like 36.5%, 0.0%, 100.0%, 95.7%, and 98.0%.

When Report Card Grading is open, a message appears in your Gradebook. You can click directly on this message to get to the **Post Grades** screen

Figure 1 – Gradebook→Gradebook spreadsheet screen

Grading Students

Posting Report card grades from the Gradebook is extremely simple. When grading is open to post report card grades, a “grading is open” indicator appears on the **Gradebook→Gradebook** spreadsheet screen:  **MP1 Grading Open**. This label is clickable and when you click it the “Post Grades” screen is displayed.

Grading Students

Gradebook→Post Grades

One student's "post grades" area. Annotations on the right contain all of this school year's previously posted grades for this student in this class.

Optionally, you enter up to three comments for each student.

When you are done grading, scroll down and click the "Save Grades" button to post the grades.

Student ID	Name	Total Absences	Total Tardies	MP1	MP2	ME	S1	MP3	MP4	FE	FG
1004415	Bale, John	0.0	0.0								
105678	B...	2.0	0.0								
1000046	Cox, Larry DADA	0.0	0.0								
204495	Daily, Ed	2.0	0.0								

Figure 2 – Gradebook→Post Grades screen – Posting Grades

Grading Students

The exact fields you see on this screen depends on your school. Each school determines what information to collect for each Marking Period (or Interim Marking Period) Grade Posting. An example of a common set of Marking Period grade posting elements is shown in Figure 2 above.

Posting Gradebook Grades to the Report Card System

1. When the Marking Period is open, you will see a "grading is open" message in the header of the Gradebook spreadsheet on the Gradebook→Gradebook spreadsheet screen. Click this message. This brings up the Gradebook→Post Grades screen.
2. Locate the [Update All Grades for MP1 Grading Period](#) label at the top of the list of students. Click this label to cause the students' Marking Period Averages to be copied to the Marking Period grade field. Grades are converted when they are copied
 - If your school grades with letter grades (A, B...), the student's Marking Period Average is converted to the appropriate letter grade (see below).
 - If your school grades with numeric grades, the student's Marking Period Average is rounded to the nearest integer value and this integer is posted.
3. You can now override the automatically calculated grades (if your school allows).
4. You can enter as many comments as your school allows. In the example in Figure 2, up to 3 comments can be entered for each student. Note that in this example all the comments are optional: none are marked as required.

Posting Alphabetic Grades

If your school requires an alpha grade, when you click the [Update All Grades for MP1 Grading Period](#) label, each student's Marking Period Average will be converted to an Alpha Grade based on the **alpha grade scale** in the Grading module, not in your Gradebook. Your school's **alpha grade scale** is stored in the Grading module on the [Grading→Setup→Valid Grades→Alpha Grades](#) screen. Once each student's Marking Period Average is converted to an alpha grade (e.g. A, B, B-,...) you can override the selected Alpha Grade and substitute one you feel better represents the student's progress (e.g. substitute B+ for a B).

Posting a Numeric Grade

If your school requires a numeric grade, a short text field is provided for you to enter the grade. When you click the [Update All Grades for MP1 Grading Period](#) label, each student's Marking Period Average will be **rounded** to the closest integer value. You cannot post decimal values to the Report Card Grading system. You are always required to enter the **raw, integer numeric grade**. If the grade is to be weighted, Genesis will do the weighting for you. Do not take weighting into account when you grade.

Selecting an Alternative Alphanumeric Grade (e.g. 'INComplete')

If can enter an alpha grade as an alternative to a numeric grade (e.g. 'INC'), you will be given a drop down list of possible alpha grades and can select one to override the student's numeric average.

Entering Grade Comments

Grade comments can be entered in two ways:

- You may use the drop down list to select the comment.
- If you know your desired comment's numeric abbreviation, you can enter it in the short text field that precedes each comment's drop down.

Posting Grades

Grades are not posted until you click the "**Save Grades**" button. If you leave this screen without clicking "**Save Grades**" all your work will be lost.

After you click "**Save Grades**" and the posting process completes, you are shown the following confirmation dialog:



Click "**OK**" to complete the process.

WARNING: You **must** click the "**Save Grades**" button to post your grades. Grades are not posted until you click the **Save Grades** button. Your work will be lost if you exit this screen before clicking "**Save Grades**".

Previously Posted Grades Area

On the right side of each student's grading area any previously posted grades and comments for the current school year are displayed. Initially – for Interim Period 1 and Marking Period 1 – this area will have no information in it. As the school year continues, prior Interim and Marking Period grades and comments are displayed.

Re-Posting Grades

You can enter the [Gradebook→Grade Posting](#) screen for a class as many times as you need to. You can update your grades and comments for each student as many times as you need to until grading is closed.

Gradebook Score vs. District Score

Note that for each student, there are **two** calculated scores: the Gradebook Score and the District Score and there are two separate [Use This Score](#) buttons, one for each of the two scores.

- Gradebook Score: This is the result of taking the student's calculated average and selecting a grade (especially an alphabetic grade) based on the raw average applied to the scores you have set up within the Gradebook.
- District Score: This is the result of taking the student's calculated average and selecting a grade based on the **school's** grading scheme, not your own gradebook's screen. Chances are these will match and the two scores will be the same.

III. Interim Grading from the Gradebook

Gradebook→Gradebook Spreadsheet Screen

When Report Card Grading is open, a message appears in your Gradebook. You can click directly on this message to get to the **Post Grades** screen

Figure 1 – Gradebook→Gradebook spreadsheet screen

Grading Students

Posting Report card grades from the Gradebook is just as easy as regular marking period grading. When grading is open to post interim card grades, a “grading is open” indicator appears on the **Gradebook→Gradebook** spreadsheet screen:  **IR1 Grading Open**. This label is clickable and when you click it the “Post Grades” screen is displayed.

Interim Grading

Interim grades are typically all comments. You are not typically asked to enter an actual numeric or “end of marking period” alphabetic grade. The intent is to indicate the direction each student is going in.

Posting Interim Grades from the Gradebook

Posting Marking Period or Interim grades from the Gradebook is essentially the same as regular grade posting. The key difference is that for each student a gradebook-calculated grade is offered to you. To use this “automatic” grade, you must click the corresponding “**Use This Score**” button. Note that there is a separate, independent **Use This Score** button for each student. There is no one “Post all Gradebook Calculated Grades” button. You must visit *each student independently* to post their grade.

Gradebook → Post Grades

Genesis Township Schools
School Year: 2008-09
Module: gradebook

Post Grades for Course: 35210/4 - US History 2, MTWRF, Per. 4-5 (FY)

Student ID	Name	Total Absences	Total Tardies	MP1	MP2	ME	S1	MP3	MP4	FE	FG
1004415	Bale, John	1.0	0.0								
105678	Bristow, George J	2.0	0.0								
1007198	Cole, Stu K	1.0	0.5								
1000046	Cox, Larry DADA	0.0	0.0								
504495	Daily, Ed	0.0	0.0								
505056	Kenna, Eddie	0.0	0.0								

Annotations:

- One student's "post grades" area. Annotations on the right will contain all of this school year's posted grades for this student in this class.
- A projected grade is requested
- Only 1 "interim comment" is **required** here for each student (note the red asterisk "*"). Two additional comments can be entered for the student.

Figure 4 – Gradebook → Post Grades screen

Sample Interim Grading Setup

In the sample shown in Figure X above, a maximum of four items can be entered for each student:

- One "interim comment" - **IR Comment 1** - is required for each student (note the **red asterisk** indicating that the field is required).
- A projected grade can be entered
- Two additional interim comments can also be entered.

Comments can be selected from the drop down list or abbreviated - in the small text fields - by their number.

Student ID	Name	Total Absences	Total Tardies	MP1	MP2	ME	S1	MP3	MP4	FE	FG
105678	Bristow, George J	2.0	0.0								

Posting Grades

Grades are not posted until you click the "Save Grades" button. If you leave this screen without clicking "Save Grades" all your work will be lost.

After you click "Save Grades" and the posting process completes, you are shown the following confirmation dialog:



Click "OK" to complete the process.

WARNING: You *must* click the "Save Grades" button to post your grades. Grades are not posted until you click the Save Grades button. Your work will be lost if you exit this screen before clicking "Save Grades".

Previously Posted Grades Area

On the right side of each student's grading area any previously posted grades and comments for the current school year are displayed. Initially – for Interim Period 1 and Marking Period 1 – this area will have no information in it. As the school year continues, prior Interim and Marking Period grades and comments are displayed.