JMC<small>INC.</small>

"Bringing computing ease to your student record needs"

INSTRUCTIONAL DOCUMENTATION
STANDARDS AND BENCHMARKS
ELEMENTARY REPORT CARDS

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Elementary Report Card Guide for Teachers

This is a brief introduction to JMC elementary report cards. For complete instructions please visit http://www.jmcinc.com/videos/videos.html and watch the instructional video "Teacher Elementary Report Card Entry."

1. Go to **File: Office to Teacher**. This updates your GradeBook with any information that has been updated in the office. There is no need to do this daily.

2. Go to **Edit: Edit Assessments for a Student** if you are a:
- Grade level teacher i.e. Kindergarten Teacher or 2nd Grade Teacher.
- Specialist teacher i.e. Art, Music, PE, Computer, etc. who assesses students in more than one Standard or Benchmark. For example, if you are an Art teacher who gives an overall course grade and also assesses benchmarks called "effort" and "works well with other students."

Go to **Edit: Edit Assessments for a Course or Grade** if you are a:
- Specialist, Special Ed, or non-grade level teacher who assesses each student in only one area i.e. you are the Phy Ed teacher who gives an "effort" grade to each student.

3. A pop-up item may appear stating – "This appears to be… of the screen." **Click OK.**

4. On the top of the screen click on the "Course or Grade" pop-up menu.

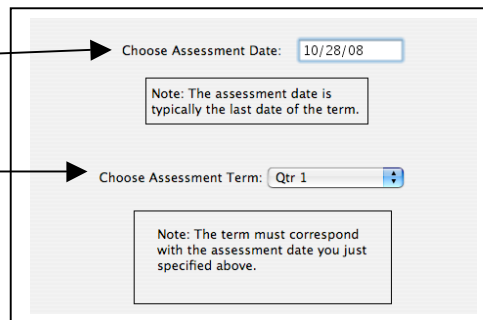| Course Or Grade: | ✓ KG Phy Ed Johns – Crs 80 – Per 1 – Qtr 2 |
Subject Area:	KG Phy Ed Smith – Crs 81 – Per 2 – Qtr 2
	Grade 00
Standard:	No standards specified for this course and subject a...

5. Choose your **Grade Level** if:
- You are a grade level teacher who has all of the Standards and Benchmarks instanced to your grade level.

Choose the **Course(s)** you teach if:
- You are a specialist, special ed, or other teacher who does not teach all of the classes a student takes.
- You are a grade level teacher whose Standards and Benchmarks are instanced to the courses you teach.

6. If necessary, choose your subject area from the **Subject Area** pop-up menu.

7. Click on the "**Add**" or "**Add Initial Assessment Set**" button on the top of the screen.

8. Choose the **Assessment Date** per the instructions on the screen.

Choose Assessment Date: 10/28/08

Note: The assessment date is typically the last date of the term.

9. Choose the **Assessment Term** per the instructions on the screen.

Choose Assessment Term: Qtr 1

10. Click **OK**.

Note: The term must correspond with the assessment date you just specified above.

11. Start entering assessments and comments (if applicable). Please refer to the screen guides on the next page to guide you through this process.

Edit Assessments for a Student Screen

12A. Choose the student you want to assess.

13A. Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed.

Course Or Grade:	Grade 00		
Subject Area:	KG Kindergarten		
Standard:	No standards specified for this course and subject a...		
Student:	Alexander, Landon		

Assessment Set: Qtr 1 10-28-08

Add Assessment Set

Past Results:

Assessments:	Result ID	Result %	Term	Comment	Q1 10/28	Result:
STD Engl English			Q1			+
01 Can recite ABC's			Q1			S
02 Can write ABC's			Q1			–
03 Can writ...rst name			Q1			NI
04 Can write last name			Q1			
STD Matl Math			Q1			
01 Can count to__			Q1	27		
02 Can add			Q1			
03 Can subtract			Q1			
STD Sci Science			Q1			
01 Participa...activities			Q1			
02 Shows a...in science			Q1			
03 Uses pro...ing skills			Q1			
STD Writ Comments			Q1			
1 Comment line 1			Q1	Hand type comments here. Up to 50 characters can		
2 Comment line 2			Q1	be entered per line if space is available on your		
3 Comment line 3			Q1	report card form. Hit the "Tab" button twice to		
4 Comment line 4			Q1	move from one line to the next.		

Delete Assessment Set   Save ⌘S   Done ⌘D

14A. Enter in hand-typed results in the comment area to the right of the result box. For example, this teacher hand enters the result for "Can count to__."

15A. If you have a spot on your report card for "hand-typed" comments they will be entered <u>only</u> in the comment area for benchmarks named "Comment Line" or something similar.

Please Note: Hand-typed comments can only be placed in areas that have been designed to display on your report card form. If you put hand-typed comments into areas that have not been set up to display those comments, those comments will not display on the report card forms.

Edit Assessments for a Course or Grade Screen

12B. Choose the Standard.

13B. Choose the Assessment you want to assess.

Assessment Set: 10-28-08

Add   Delete

Course Or Grade:	Grade 00	
Subject Area:	KG Kindergarten	
Standard:	Sci Science	
Assessment:	01 Participates in science activities	

Students	Result ID	Result %	Term	Comment	Result
Alexander, Landon			Q1		+
Beck, Michael			Q1		S
Beckman, Josiah			Q1		
Berlin, Matt			Q1		NI
Blanchard, Beth			Q1		
Bowling, Kristi			Q1		
Brady, Tiffany			Q1		
Cline, Kelsey			Q1		
Donovan, Michaela			Q1		
Gamboa, Donovan			Q1		
Snyder, Zola			Q1		
Steffen, Jane			Q1		
Van Ersvelde, Emma			Q1		
Waterbeck, Brady			Q1		
Weiss, Kennedy			Q1		

Fill ⌘F   Save   Done

14B. The students you are assessing are listed on the left-hand side.

15B. Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed. For "hand-typed" comments refer to **14A** and **15A.**

Preparing Course Grades to Send to the Office

If you enter daily assignment, test, and project scores into the JMC GradeBook in the **Score: Assignment Scores** you can have these Course Grades displayed on the report card if the report card is set up to receive and display the course grades. Please note that this is an abbreviated version of using Course Grades. Please refer to the GradeBook documentation with questions.

16. Go to **Edit: Course Grades.**   **17.** Choose a **Course.**

18. Go to the **Options** menu and click on "Calculate (The term you are working on) Grades from Scores…" A pop-up menu will appear. Click **OK**. This will import your Course Grade from the Assignment Scores screen.

Sending Grades to the Office

19. Go to **File: Teacher to Office.** Make sure "Standards and Benchmarks" is checked. If you entered in "Course Grades" (Steps **16-18**) then "Grades" should also be checked.

20. Click **OK.**

Tying Assignments to Benchmarks to Calculate Results

There are four steps to attach assignments to benchmarks to calculate benchmark results. The following is a list of those steps followed by a detailed explanation.

Step 1: Go to **Scores: Categories and Assignments** to attach Assignments to Benchmarks.

Step 2: Go to **Scores: Standards and Benchmarks** to verify Assignment weighting within a Benchmark.

Step 3: Go to **Edit: Edit Assessments for a Course or Grade** or **Edit: Edit Assessments for a Student** to calculate Benchmark results.

Step 4: Go to **File: Teacher to Office** to send your Standards and Benchmarks to the office.

Step 1: Go to **Scores: Categories and Assignments** to attach Assignments to Benchmarks.

     A. To attach assignments to benchmarks, follow the necessary steps to create a category and then assignments underneath that category. Categories can still be named "Tests, Assignments, Participation" etc. but many teachers find it helpful to create categories using the names of the benchmarks. That is how it is organized in this document. Create categories in a way that makes sense to you.

B. Click the "Select Benchmark" button when you have the correct assignment chosen/highlighted. This will bring up a screen (seen on the next page) allowing you to attach that assignment to a specific benchmark.
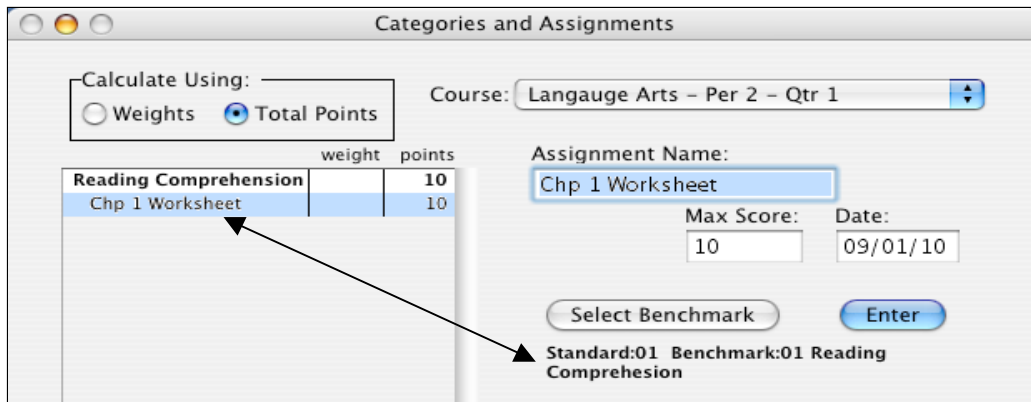
Notes

• If you click the "Select Benchmark" button and it tells you "no benchmark instances have been created for this course in the office," you should do an "Office to Teacher." If that does not work, the office will have to instance benchmarks to this course for you.

• Assignments may only be attached to one benchmark.

• You can attach as many assignments to a benchmark as you would like.

• If you have an assignment/test that applies to more than one benchmark, you would need to put the parts of the test in as separate assignments.
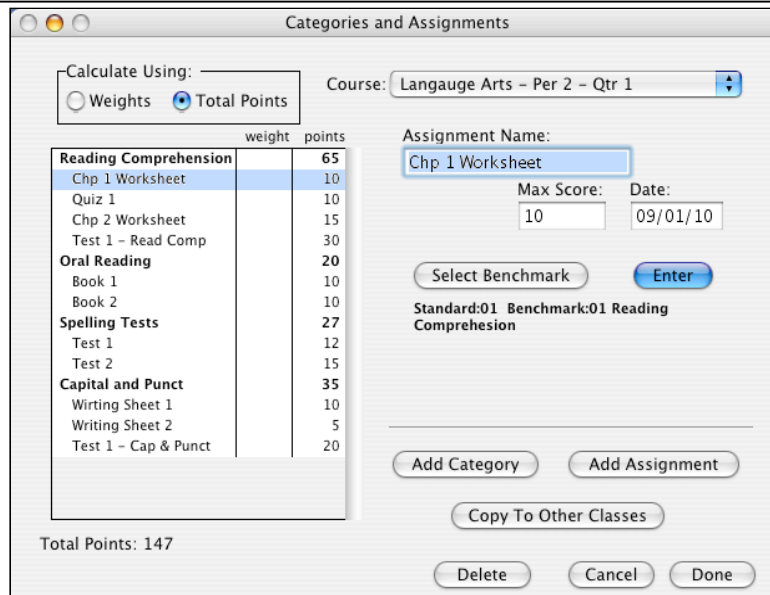
C. Highlight/Choose the benchmark to which you want to attach the assignment and click "OK."

D. Now when you highlight/choose an assignment you will see what benchmark is attached to it.

E. Continue to add assignments and attach them to benchmarks making sure to hit the "Select a Benchmark" button after you have created an assignment. Your Categories and Assignments screen may look something like this:

Step 2: Go to **Scores: Standards and Benchmarks** to verify assignment weighting within a Benchmark. This screen will show you, in list order, which assignments are attached to which benchmarks. This screen will also show how the benchmarks are weighted for calculating a standard.

A. Choose the Course and Standard with which you want to work.

B. If calculating only benchmarks this screen is used to:

• Review which benchmarks are attached to which assignments.

• Review/change how the assignments are weighted when attached to a benchmark. Within each benchmark you can set the "Assignment Weights." By default the Assignment Weights will be "Equal," which means each assignment attached to that benchmark will have equal weight when the benchmark result is calculated. This can be changed to "By Points," which means the more points an assignment is worth the more influence it has when the benchmark is calculated, or "User Defined." You can edit the assignment weighting by clicking here.

C. If you are using this screen to calculate standards, please note the following items. Continue on to Step 3 if you are not calculating a standard.

• Many elementary report cards created in JMC do not print calculated standard results. They instead print Course Grades (Under **Edit: Course Grades).** If there is a question about whether you should calculate Standard results or use a course grade, you can either go to **Edit: Edit Assessments for a Student** and see if there is a box in the results column for the standard in question, or you can contact your school's office professional.

• Each benchmark must have "Weight" designated. By default each weight will be 1 (one) which will make each benchmark equal to the other benchmarks. You can weight the benchmarks in any way you would like.

• A standard will not calculate unless each benchmark has at least one assignment attached to it.

Step 3: Go to **Edit: Edit Assessments for a Course or Grade** or **Edit: Edit Assessments for a Student** to calculate Benchmark results.

   A. Choose the course you are working with in the "Course or Grade" pop-up menu and then click the "Add" or "Add Initial Assessment Set" button in the top right corner.

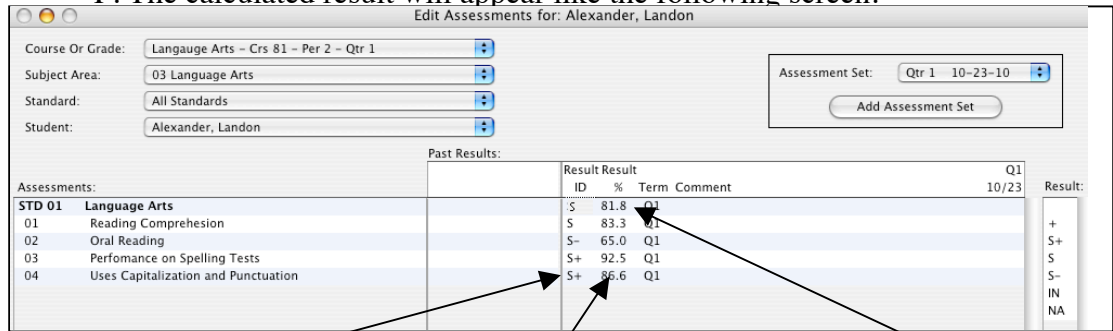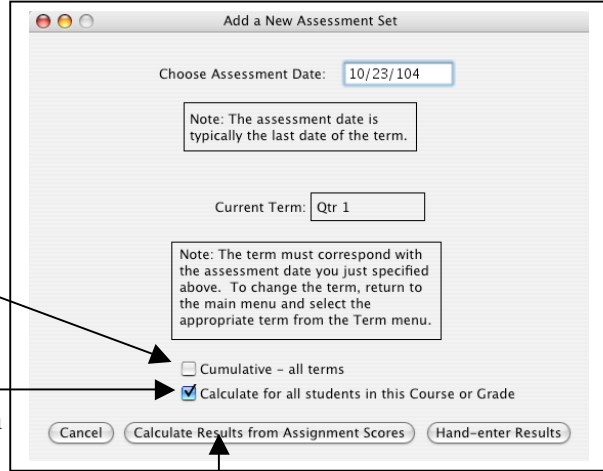Please note: this screen will look slightly different on the Edit Assessments for a Course or Grade screen.

   B. Enter the Assessment date for the current term.

   C. If you want all assignments (typically not done) to calculate a benchmark, check this box.

   D. To calculate the Benchmarks for all the students in that course, check this box.

   E. Click the "Calculate Results from Assignment Scores" button.

   F. The calculated result will appear like the following screen.

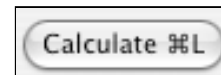| **Calculated Benchmark Result**	**Calculated Benchmark Percentage**	**Calculated Standard Result**
This is calculated from the percentage the student has earned by placing the appropriate result symbol here from the result cut-offs listed in the Office program. To change a result highlight it, and choose the result from "Result" column on the right.	This is the percentage taken from the assignment scores the student received for assignments tied to this benchmark. Remember, the assignments can be weighted for a benchmark in Step 2.	If all of the benchmarks have a calculated result and you have the option to enter a standard result, a standard result will be calculated from the benchmark percentages.

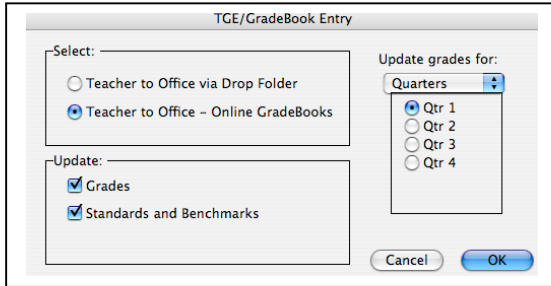   G. To recalculate a benchmark and/or standard, click

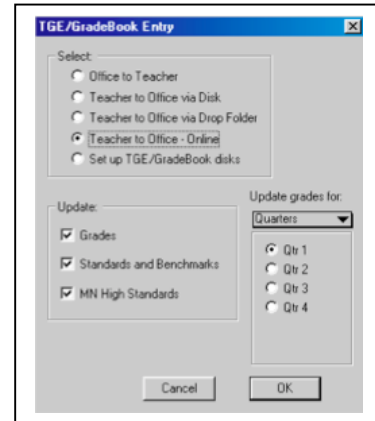Step 4: Go to **File: Teacher to Office** to send your Standards and Benchmarks to the office.

Printing Elementary Report Card Forms

1. Have teachers go to **File: Teacher to Office** in their (IP) GradeBook making sure that "Grades" and "Standards and Benchmarks" are checked

2. Bring the Grades into the Office. Go to **Grades: Entry: TGE GradeBook Entry** choosing the way in which grades are sent to the Office and the term for which you want to collect grades.
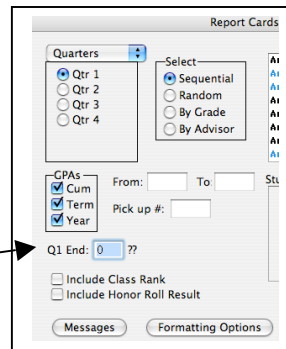

Macintosh/Apple Version

Windows Version

3. *Optional Step:* Check to see if teacher(s) successfully sent grades to the office. Go to **Standards and Benchmarks: Student: Edit Standard and Benchmark Results**. Go to a student for whom that teacher sent grades in. If that screen is blank, grades were not correctly sent in. If there are benchmarks listed with assessments given, the teacher successfully sent grades to the office.

4. *One Time Step per Grading Term:* To have attendance information appear on report cards go to **Grades: Reports: Report Card.** Choose the term for which you are currently printing report cards. In the box labeled Q1/Tri1/Sem End, enter the last day # for the term.

5. Print off report card forms by going to **Standards and Benchmarks: Reports: Print Standard and Benchmark Transcript**.
   - Choose who you want to Print. Please note that if you choose to print by "Advisor" the teachers # needs to be put in the "From" and "To" boxes. The teacher numbers can be found by going to Attendance: Staff: Teachers and Rooms. The # in front of the teacher name is their number.
   - Hit the **Select Form** button and choose the form that corresponds with the students chosen.
   - Hit the **Print** button.
   - If nothing shows up on the screen it means that either a student or form was not chosen correctly.

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