

# SD #73 BCeSIS Secondary Teacher Assist Resource Manual

## Gradebook Options and SETUP

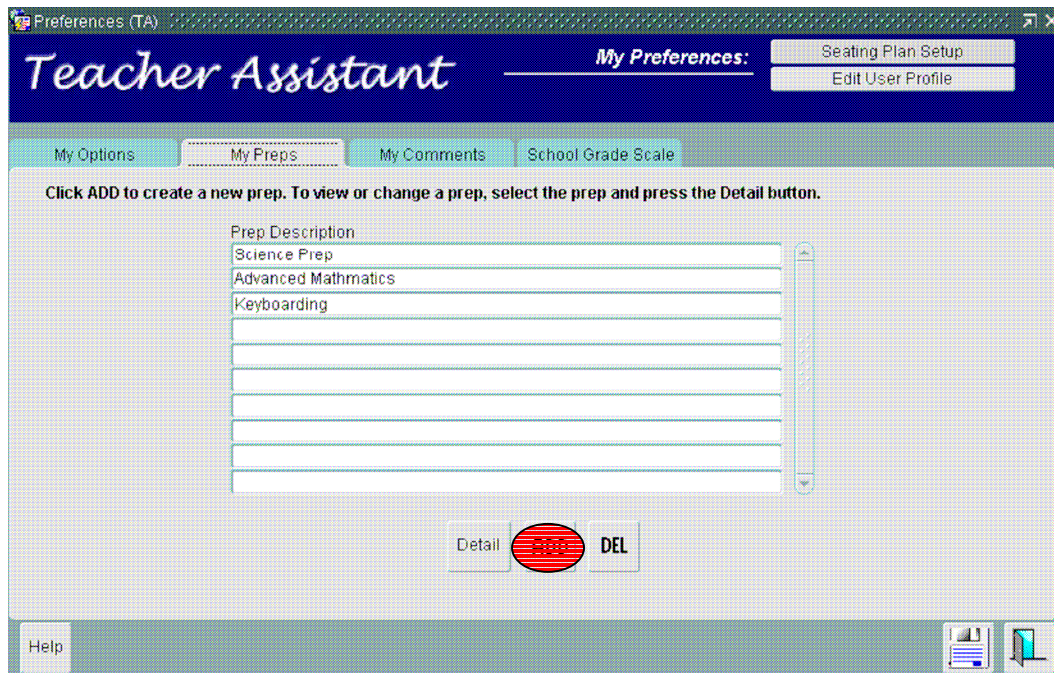
**My Preps = strategy for calculating marks and assessment tools.** You may have one assessment strategy that you use for all your courses or you may have different strategies for different courses. You need to create a Prep (Preparation for Calculating Marks) for each strategy you use.

Examples of Assessment Strategies are:

- Prep 1: Term Marks = 20% for Homework + 40% for Assignments + 40% for Tests
- Prep 2: Term Marks = 10% Homework + 20% Projects + 30% Presentations + 40% Tests

Path: **Setup Options > Preferences button > My Preps** tab Prep is a set of business rules for a common course/subject.

**Note:** A class can only associate with ONE prep but you can have more than one class in using a prep.

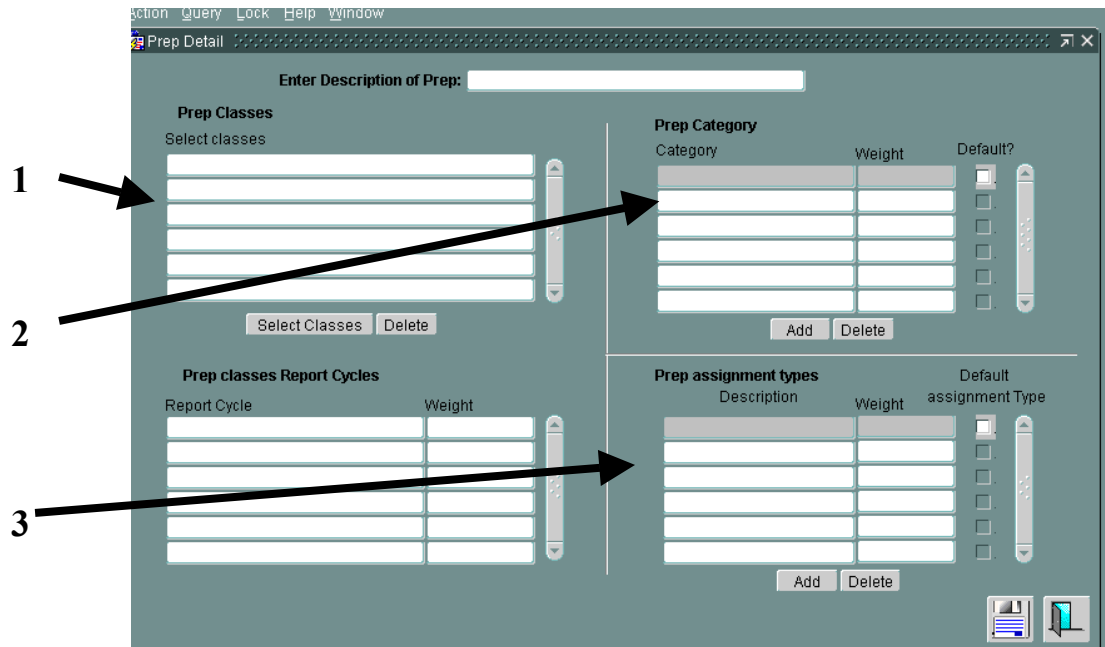


To setup a NEW Prep Select **ADD** which will open up a new screen called:



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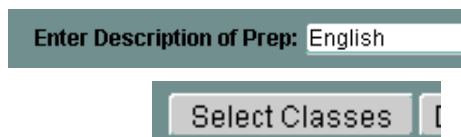
This is where the structure of your assessment strategy is defined.



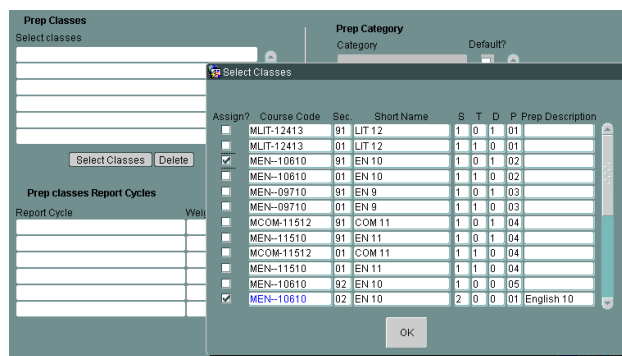
1. Identify: the Classes that will use this assessment strategy
2. Define the Categories (Unit of Study) or strands of your subject area (prep) that you will be assessing (*See Appendix B for details*)
3. Identify the Types of assessment you will be using in your strategy.

## Steps to Setting up a Prep starting from the above screen.

1. Select a name for this prep that is appropriate. For example 1 above I used English (assume it is for my English 10 class).
  - a. Type in the Name **ENGLISH** as a **Description**.



- b. Click on **Select Classes** to get a list of classes available and tick beside all the classes to be assigned. When you are finished click on **OK** and the course will list on the detail screen.



**NOTE:** *If a course is already assigned to another PREP, it will have a tick mark already and you cannot assign it a second time.*

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- c. Now the Prep categories must be identified. We only use one **category** at this time although you can increase the complexity of your assessment strategy by adding more. For now, we are using one category called General. Type that in and set it as a default.

**Prep Category**

Category	Default?
General	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Add Delete

- d. The **assignment types** must be set next and their weighting identified. To access all the district listed assignment types you need to select the **ADD** button and place a tick mark beside all the assignment types you wish to use in your assessment strategy. When you have completed your selection, press **OK**.

**Select Assessment Types**

Assign?	Description
<input checked="" type="checkbox"/>	Assignment
<input type="checkbox"/>	Final Exam
<input type="checkbox"/>	Final Mark/Grade
<input type="checkbox"/>	Homework
<input type="checkbox"/>	Interim Mark/Grade
<input type="checkbox"/>	Labs
<input type="checkbox"/>	Notebook check
<input type="checkbox"/>	Participation
<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Project
<input type="checkbox"/>	Quiz
<input checked="" type="checkbox"/>	Test

OK Cancel

- e. For this example (example 1 above) I have ticked **Assignments, Homework, and Tests**. After I clicked **OK**, I entered my weightings and ticked Assignments since I want that to be my default when creating mark columns in my grade book.

**Prep assignment types**

Description	Weight	Default assignment Type
Assignment	40	<input checked="" type="checkbox"/>
Homework	20	<input type="checkbox"/>
Test	40	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Add Delete

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When finished your Prep should look like:

The screenshot shows a software window titled 'Prep Detail'. At the top, there is a text field 'Enter Description of Prep:' with the value 'English'. Below this are three main sections:

- Prep Classes:** A list of classes with 'MEN--10610(91)-EN 10-1-0-1-02' selected. Buttons for 'Select Classes' and 'Delete' are at the bottom.
- Prep classes Report Cycles:** A table with columns 'Report Cycle' and 'Weight'. The first three rows are highlighted in grey: 'Semester 1 Term 1' (Weight: 1), 'Semester 1 Term 2' (Weight: 1), and 'Exam Grade' (Weight: 1). An arrow points to this table.
- Prep Category:** A list of categories with 'General' selected and its 'Default?' checkbox checked. Buttons for 'Add' and 'Delete' are at the bottom.

At the bottom right, there are icons for 'Print' and 'Exit'.

*The Report cycle information populated for the course highlighted.* If you have more than one course in the Prep Classes list, you need to click on each one to see what Report Cycles are attached to that particular course.

Weighting set for each Reporting Period (example has equal for all). If you wish to weight Terms each 40% and Final Exam 20% you need to set the weightings to:

Term 1 40 or 2

Term 2: 40 or 2

Final: 20 Or 1

f. Press **Save** and the **Exit**.



## Basic Simple Prep Example:

The **above screen** is an example of a basic PREP setup that uses Report cycles weighting and Assignment type weighting only. There is only one category called General and it is weighted as 100%.

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### Beyond the Basics Prep Example 2

The sample below is a more complicated assessment strategy since it used weighted Categories with weighted assessment types for each category. It is recommended that you use the 1<sup>st</sup> example as a pattern when you first work with TA Grade book.

It has been suggested that the Prep Category could be used to identify IRP Learning Outcomes and the Prep Assignment Types be assessment strategies used for each of these LO. There are many different strategies to be used and it is a prerogative of the teacher to select a strategy that is most suitable.

**Prep Description** Social Studies

**Prep Classes**

Select classes

MSS--11520(91)-SS 11-1-0-1-01

Select Classes Delete

**Prep classes Report Cycles**

Report Cycle	Weight
Semester 1 Term 1	1
Semester 1 Term 2	1
Exam Grade	1

**Prep Category**

Category	Weight	Default?
History	50	<input checked="" type="checkbox"/>
Geography	30	<input type="checkbox"/>
Current Events	20	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Add Delete

**Prep assignment types**

Description	Weight	Default assignment Type
Homework	10	<input type="checkbox"/>
Presentation	30	<input checked="" type="checkbox"/>
Project	20	<input type="checkbox"/>
Test	40	<input type="checkbox"/>
		<input type="checkbox"/>

Add Delete

*For an explanation of PREPS and Weightings in GradeBook read Appendix B.*