



FRONTLINE GRADEBOOK

2021-2022 NEW TEACHER ORIENTATION

OVERVIEW



Categories: Weights of Assignments

Setting up your Gradebook
Uniform Grading Guidelines



Assignments

Must be unique
How to copy assignments



Conduct: how and where



Post vs. finalize



Linking Course Sections

CATEGORIES



• Major

- Unit
- Projects
- Presentations
- Lab Reports
- CBAs
- Book Reports

• Non-Major

- Classwork
- Short Quizzes
- Lab Reports
- Projects
- Vocabulary Test

• Homework

- Elementary: Can only be 10%
- Jr High and High School: cannot be more than 20%

- Minimum of 3 major grades for 3rd-12th per grading period.
- Minimum of 2 major grades for 1st-2nd per grading period

- Minimum of 6 non major grades for 3rd-12th per grading period

ELEMENTARY (K-5) GRADING GUIDELINES

PRE-K & K	GRADES 1 & 2	GRADES 3 & 4	Grade 5
<p>The reporting system will reflect a student's performance in the classroom compared to grade level expectations. These expectations should be based on developmentally appropriate objectives that are specified within the reporting systems and conform to state guidelines.</p> <p>Pre-Kindergarten and Kindergarten will use checklists that are revised as needed.</p>	<p>Grades 1 and 2 will use numeric grades for reading, language arts, math, science and social studies. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 30%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.) may count up to 70%. A minimum of 9 non-major grades is required each grading period. Homework may not count more than 10% of the student's grade in a grading period.</p> <p>Example 1: Major Grades: 30% Non-major Grades 60% Homework 10%</p> <p>Example 2: Major Grades: 30% Non-major Grades 70% Homework 0%</p>	<p>Grades 3 and 4 will use numeric grades for reading, language arts, math, science and social studies. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 40%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.) will count 60%. A minimum of 9 non-major grades is required each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p> <p>Example 1: Major Grades 40% Non-major Grades 50% Homework 10%</p> <p>Example 2: Major Grades 40% Non-major Grades 60% Homework 0%</p>	<p>Grade 5 will use numeric grades for reading, language arts, math, science and social studies. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 50%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, books reports, etc.) will count 50%. A minimum of 9 non-major grades is required for each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p> <p>Example 1: Major Grades 50% Non-major Grades 40% Homework 10%</p> <p>Example 2: Major Grades 50% Non-major Grades 50% Homework 0%</p>

- Teachers are required to update students' grades in TEAMS grading system at least once each week. This process will allow parents/guardians to have an accurate indication of their child's progress.
- The academic grade is not tied to discipline.
- Special education students' grading may be modified by ARD Committee decision.

SECONDARY (6-12) GRADING GUIDELINES

JUNIOR SCHOOL	HIGH SCHOOL												
<p>Major grades (unit tests, projects, presentations, CBAs, lab reports, book reports, etc.) will count 60% of the grading period grade. A minimum of 3 major grades are required each grading period. No major grades may be counted more than once.</p> <p>Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the grading period grade. A minimum of 9 non-major grades are required each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p>	<p>Major grades (unit tests, projects, presentations, CBAs, lab reports, book reports, etc.) will count 60% of the grading period grade.</p> <ul style="list-style-type: none"> • All Courses with the Exception of Dual Credit: A minimum of 3 major grades are required each grading period. No major grades may be counted more than once. <p>Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the grading period grade. A minimum of 9 non-major grades are required each grading period. Homework may not count more than 10% of a student grade in a grading period.</p> <p>Dual credit courses in all subjects will adhere to the grading procedures and policies as defined in each Lee College course syllabus.</p>												
<p>Example 1:</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>Major Grades</td><td style="text-align: right;">60%</td></tr> <tr><td>Non-major Grades</td><td style="text-align: right;">30%</td></tr> <tr><td>Homework</td><td style="text-align: right;">10%</td></tr> </table>	Major Grades	60%	Non-major Grades	30%	Homework	10%	<p>Example 2:</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>Major Grades</td><td style="text-align: right;">60%</td></tr> <tr><td>Non-major Grades</td><td style="text-align: right;">40%</td></tr> <tr><td>Homework</td><td style="text-align: right;">0%</td></tr> </table>	Major Grades	60%	Non-major Grades	40%	Homework	0%
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HIGH SCHOOL GRADE CATEGORIES



- Default:
 - Major: 70%
 - Non-Major: 30%
 - Homework: 0%
- Percentages MUST total 100.
- Homework cannot be more than 20%

How to set up categories:

<https://www.smore.com/ew7u3-category-setup-by-course-section>

ASSIGNMENTS

- Must be unique
- How to copy assignments:
 - <https://www.smore.com/70ndh-two-ways-for-copying-assignments>
- Alpha Grades:
 - Penmanship
 - Music
 - PE
 - Art

Alpha Grades: <https://www.smore.com/d9kyj-how-do-i-set-up-alpha-grades>



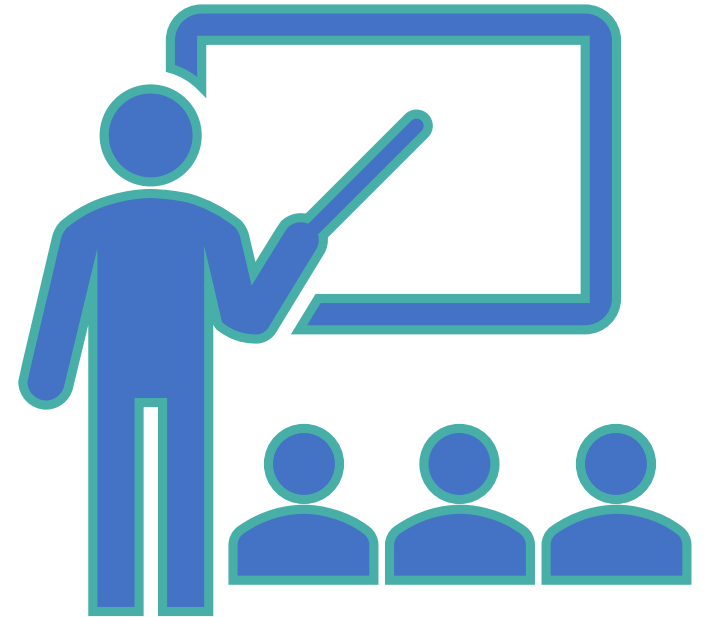


CONDUCT

- COMMENTS AND CONDUCT VALUES
 - <https://www.smores.com/78knm-comment-conduct-values>
- COMMENTS VALUES DEFINED
 - <https://www.smores.com/v54aj>

POST VS FINALIZE

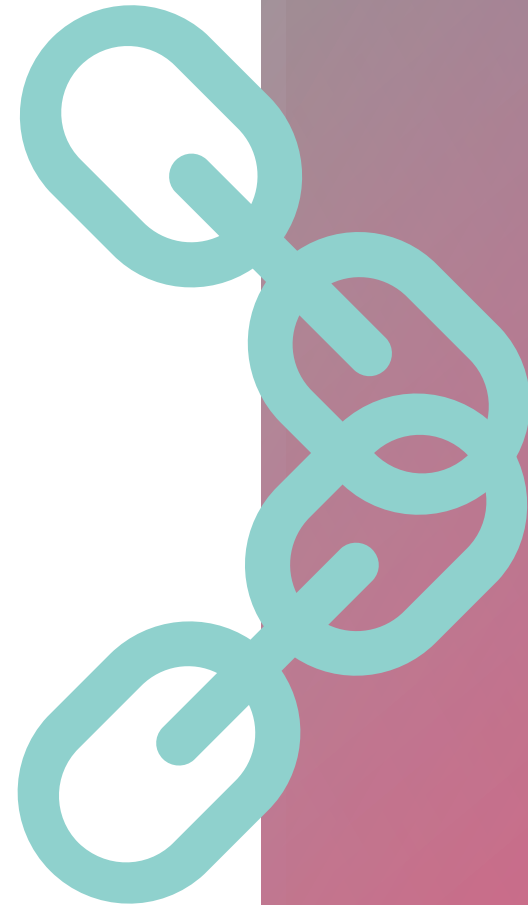
- **Posting Grades:**
 - During Progress Report or Report Card grading window.
- **Finalizing Grades:**
 - An electronic signature stating that the teacher has checked their grades and approves the grade submission.
 - Think of it like a signature that, yes, you have read the document, and everything is correct.



Post vs Finalize smore: <https://www.smore.com/p8r2m-finalize-vs-posting>

LINKING COURSE SECTIONS/ROSTERS

- Combine multiple rosters in the same period for grades, attendance or both.
- <https://www.smore.com/na6jx-linking-rosters>



LEARNING CENTER

- Frontline has rolled out a new, 24/7 online resource filled with helpful documentation, step-by-step articles, video walkthroughs, and recorded webinars to answer questions about your Frontline applications.

- WITH SIMPLE NAVIGATION AND A POWERFUL SEARCH ENGINE, FINDING THE INFORMATION YOU NEED TO NAVIGATE AND TROUBLESHOOT YOUR SOLUTIONS WILL BE EASIER THAN EVER.

The screenshot shows the Frontline Learning Center homepage. At the top, it says "Welcome, Daisy! How can we help?" followed by a search bar with the placeholder text "Find answers". Below the search bar is a promotional banner for "Hiring season upended this year? EASIER RECRUITING & HIRING". The main content area is a grid of six categories, each with an icon and a title: "Basics and Tips" (apple icon), "Reporting, Shared Functionality, PEIMS" (monitor icon), "Position Management" (organizational chart icon), "Talent Management" (document with people icon), "Teachers, Counselors, Administrators" (ID card icon), and "Financial Planning & Analysis" (hand holding coins icon). A "Show More" button is located at the bottom center of the grid.

EXTRA HELP

Gradebook Setup

- <https://www.smore.com/8dr4z-setup-and-use-your-gradebook?ref=my>

Accidental Category Deletion

- <https://www.smore.com/v5n8d-did-you-delete-a-category>

Class Notes

- <https://www.smore.com/tkpba-class-notes>

Grading Process

- <https://www.smore.com/vm8b9-teacher-grading-process-in-teams>

Knowledge Base

- <https://schools.gccisd.net/page/tms.tutorials>