

Students Achieve Gradebook

For Gradebook

Grades 1-9

Dec., 2017

Select from the following options:

- [Gradebook setup and usage](#)
- [Recent gradebook updates & changes](#)
- [Troubleshooting known gradebook issues](#)
- [How to Report Data in School Wide](#)
 - Please be sure to include the assessment date
- **Gradebook help**
 - [Contact information](#)
 - [Responsibilities for shared class sections](#)
 - [Best practices for gradebook use](#)
 - [Beginning of the year gradebook checklist](#)

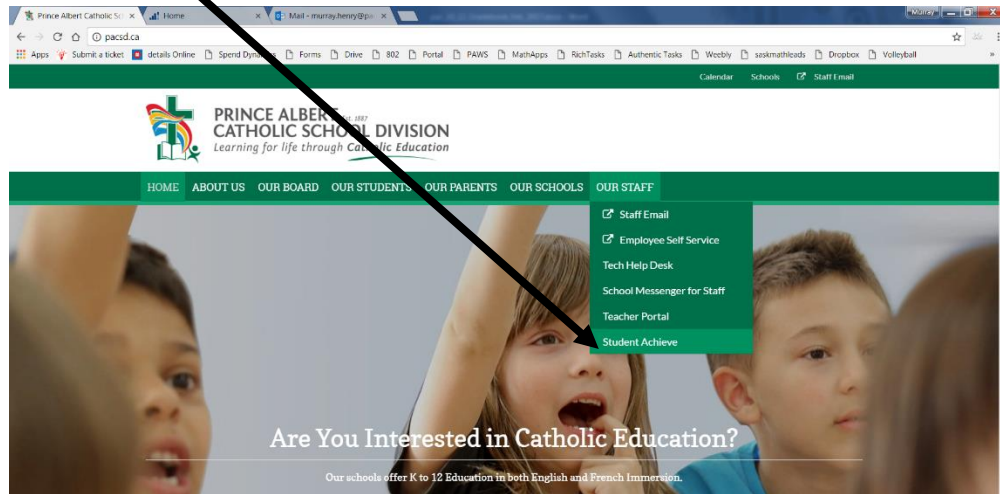
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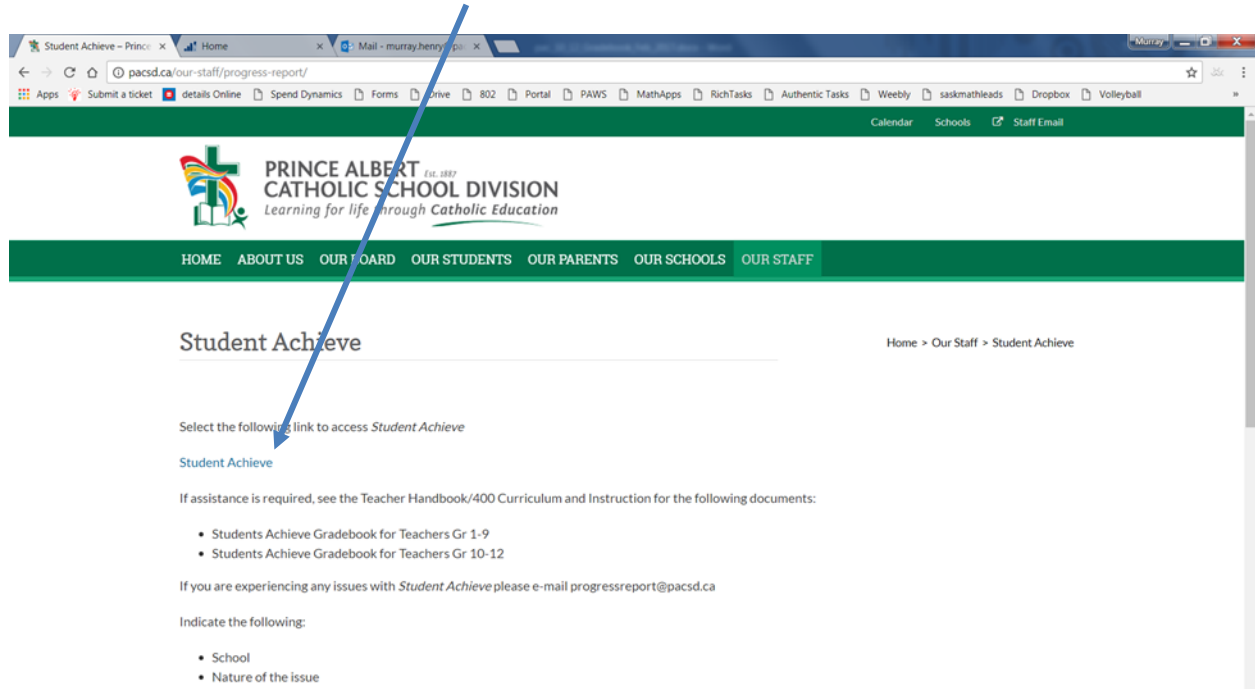
StudentsAchieve Gradebook

Teacher Gradebook will automatically be created for all teachers with class and student information being auto populated. If classes are not created properly please contact progressreport@pacsd.ca

Choose **Students Achieve** from 'Our Staff' tab.

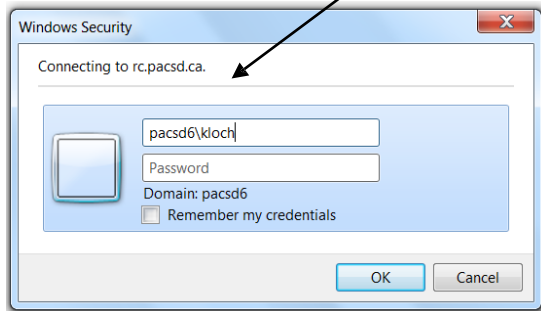


Then choose **Students Achieve** to open the login page for the gradebook.



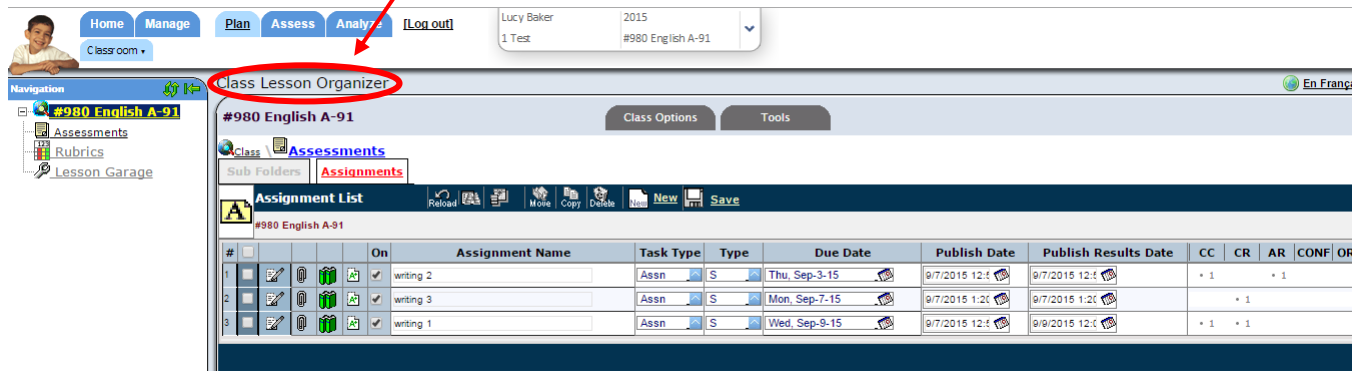
Logging into the Gradebook

Remember to include the **pacsd6** before your username when you log in. Enter the same password that you use to log-in to your desktop computer at school.

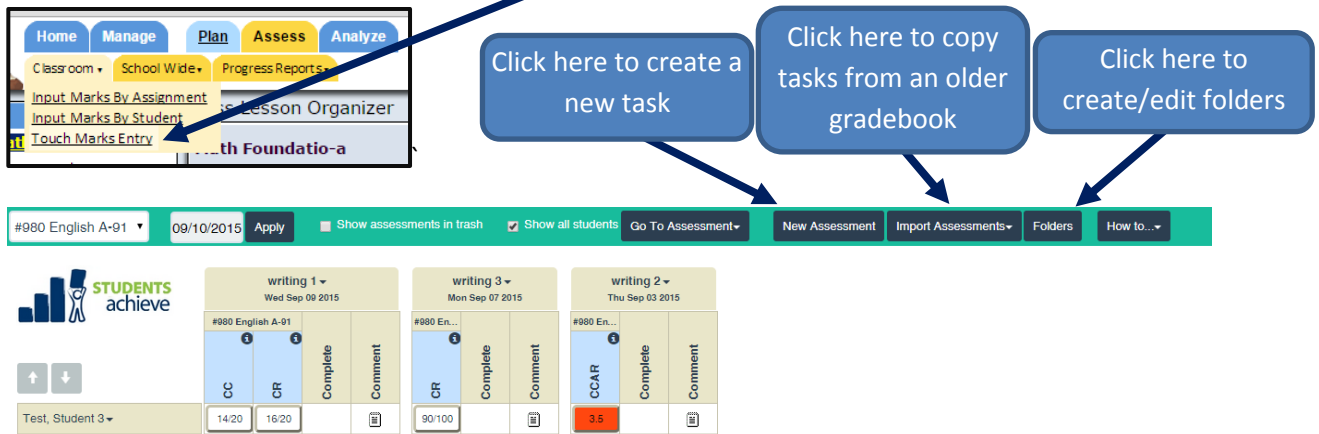


Touch Marks Entry (TME):

In the past few years, we used the Class List Organizer (CLO) view which most teachers are familiar with (it is okay to continue to use this for now). Students Achieve would like to eventually have teachers switch over to Touch Marks Entry because it provides them more flexibility to manage our gradebook. So FYI, we will have to switch in the coming years.



- To enter new tasks, **it is best practice to create them in the Touch Marks Entry (TME) screen.**



- Once all your assignments are created, then you can enter your marks/scores in TME or in the older, more familiar CLO screen.
- You should now copy tasks from previous years within TME.
- This makes things easier and more flexible for creating tasks because now tasks can be edited. Unlike the CLO where we were not able to edit tasks.

TME → New task creation:

The screenshot shows the 'Assessment' creation window in TME. It includes fields for 'Assignment Name', 'Folder', 'Type', 'Task', and 'Due Date'. A table of competencies is displayed with columns for 'CC', 'CR', and 'AR'. A 'Mark entry method' dropdown is set to 'Competencies - Split Table' with 'Out of 100' selected. A 'Factors Affecting Achievement' section is visible at the bottom, with 'Mark entry method' set to 'FAA/PSG Split Table' and options for 'CONF', 'ORG', 'COLL', and 'RESP'. Callout boxes provide instructions: 'Make sure to choose the correct folder', 'Choose the type and task category', 'Choose the correct due date for the task', 'Grade 6-9 teachers also have to option to weight the assessment here', 'Choose the value the score is out of, or choose competencies for rubric values', 'Choose any number of competencies or outcomes that relate to the score assigned', 'When you scroll to the bottom, you have the option of including the FAA's', and 'Save when finished'. A box labeled 'Assess together' is highlighted with the instruction 'Selecting this box allows all competencies selected to be entered as a single score'.

- Once all your assignments are created, then you can enter your marks/scores in TME or in the older, more familiar CLO screen (which seems faster to most people). TME is nice to use if you have access to a touch screen. This doesn't mean you can request a touch screen device just for using your gradebook. 😊

TME → Task and student options:

Math Found 20 -TEST 08/20/2014 Apply Show assessments in trash Show all students New Assessment Import Assessments Folders

	HO4	HO3	HO2	HO1	EX4	EX3	EX2
Math Fo...	Math Fo...	Math Fo...	Math Fo...	Math Fo...	Math Fo...	Math Fo...	Math Fo...
Complete	80.00	80.00	100.00	60.00	60.00	60.00	80.00
UnCon-FM							80.00

Student, Test4

Clicking the assessment name allows you to edit features of the task

Clicking the student name allows you to go to the student analysis screen, or deactivate tasks for the student

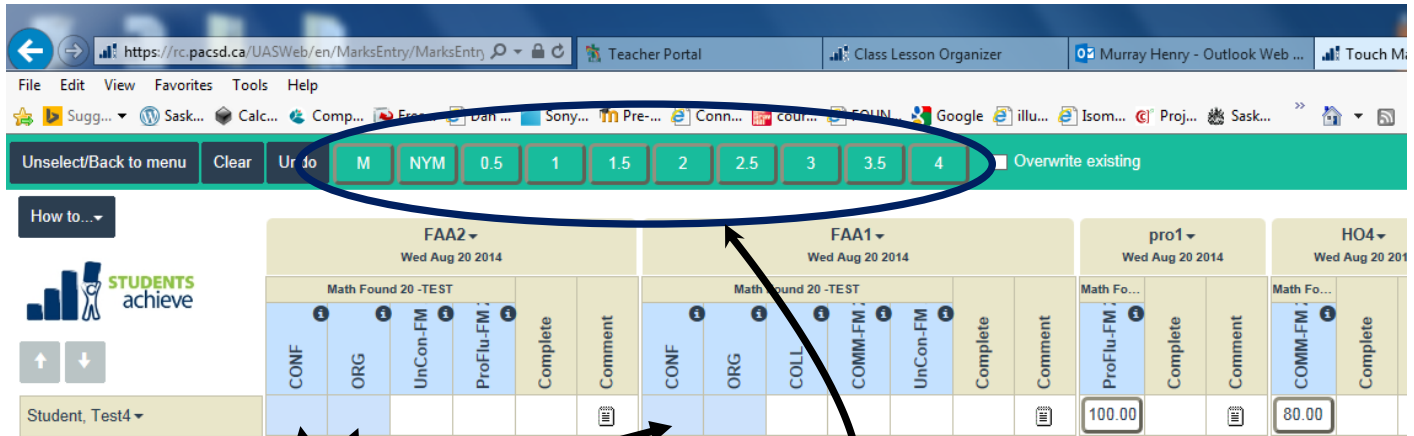
Test, Student 4

- Deactivate assessments
- Student Analysis

Q1

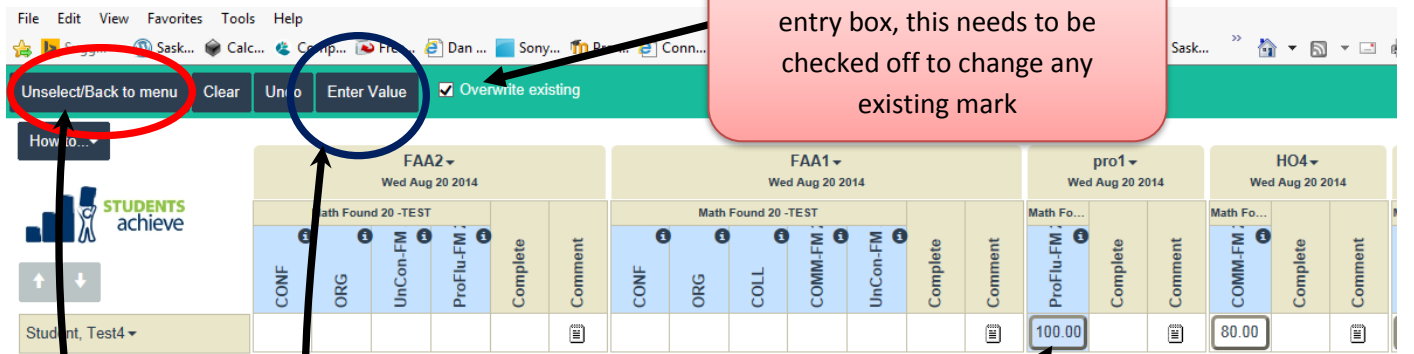
- Edit...
- Move to trash
- Parent Portal Visibility...

TME → Entering scores, rubric values or completion codes:



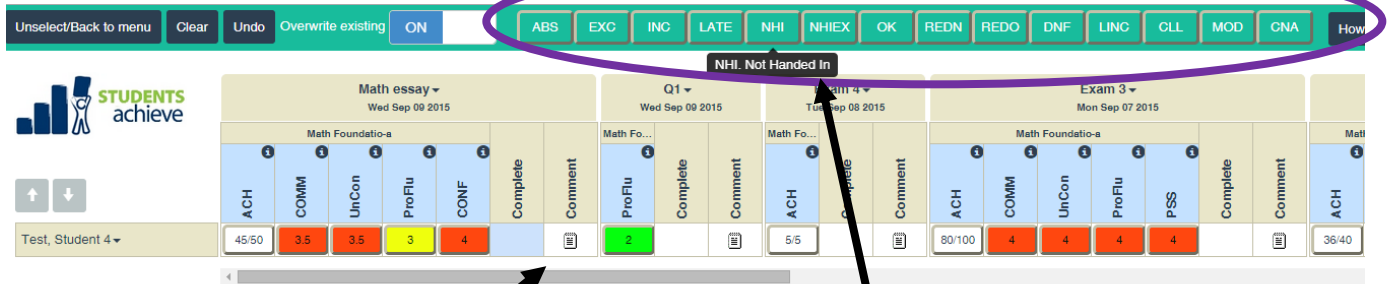
Clicking in the entry spaces for each assessment provides you with the appropriate options for the student's result

If there is already a score in the entry box, this needs to be checked off to change any existing mark



Clicking in the entry spaces for each assessment provides you with the appropriate options for the students result

Clicking here unselects any spaces that are clicked and brings you back to the start-up TME screen.



Clicking a 'Complete' box allows you to enter a completion code

Mouse over any code to see what they represent

Student Analysis Screen

The Analysis by Student View only displays level values applied to summative assessments. From a competency-based assessment approach the Student Analysis Screen is one of the most powerful features in StudentsAchieve. This view provides teachers with the opportunity to review assessment results student by student in relation to the specific competencies that have been assessed. Achievement levels are color-coded to allow teachers to identify specific outcomes that individual students are having difficulty with. This also provides teachers with the ability to review the data and apply their own professional judgment to each competency (and/or factor affecting achievement). The Student Analysis Screen also provides teachers with access to several reports that can be used to summarize assessment data as well as move from term to term or student to student.

Student Analysis Screen Features (example for grades 1-5)

The screenshot shows the 'Student Analysis' interface for 'Math Foundation' and 'Test, Student 4 (314577)'. It features several data tables and callout boxes:

- Drop down list allows Selection of different students**: Points to the 'Test, Student 4 (314577)' dropdown.
- Drop down list selection Of different terms**: Points to the 'Term' dropdown set to 'T1'.
- Competencies**: Points to the 'Competency Analysis / RP' header.
- Expand and contract screens**: Points to the expand/collapse icons on the 'Assessments' table.
- Professional judgment and color**: Points to the 'Professional Judgment' dropdown in the 'Competency' table.
- You will also notice Outcome Analysis Summary here → We do not use this**: Points to the 'Outcome Analysis Summary' row in the 'Competency' table.

Competency Analysis / RP

Competency	COMM	UnCon	ProFlu	PSS
Most Recent	3.5	3.5	3	4
Most Consistent	4	3.5	3	3
Average	3.8	3.6	3.2	3.2
Outcome Analysis Summary	3.8	3.6	3	3
Professional Judgment				
Competency Result				

Assessments

	COMM	UnCon	ProFlu	PSS
Exam 1		3.5	3	2.5
Project 1			3.5	
pres		3	3	
Project 2		NYM	NYM	
exam 2			3	3
Exam 3	4	4	4	4
Math essay	3.5	3.5	3	
Q1			2	

Competency

Competency	COMM	UnCon	ProFlu	PSS
Most Recent	3.5	3.5	3	4
Most Consistent	4	3.5	3	3
Average	3.8	3.6	3.2	3.2
Outcome Analysis Summary	3.8	3.6	3	3
Professional Judgment				
Competency Result				

Calculation for Level Values

The Student Analysis Screen is extremely flexible in the way that the competency level values are determined. In the above example the level values are determined in the following manner.

- Most Consistent - is determined using the mode (average) for all of the values assigned to this outcome
- Most Recent -this is the most recent assessed value to this outcome and uses the date assigned to the assessment during the setup process.
- Professional Judgment - after examining the most consistent values as well as the most recent values in regard to the outcome a teacher can override the value using their professional judgment. When a professional judgment value is entered it overrides the other values and is represented in the column labeled Outcome Result.
- Competency Result - this value represents the professional judgment that is chosen. The color change will indicate that the data is saved.

Student Analysis Screen Features (example for grades 6-9)

Competencies Assessed

Competency	COMM	UnCon	ProFlu	PSS
Most Recent	3.5	2.5	3	3.5
Most Consistent	3.5	3.5	3	3.5
Average	3.5	3.5	3.5	3.5
Professional Judgment	3.6		3.0	
Competency Result	3.6		3.0	

Expand and contract screens

Assessments	COMM	UnCon	ProFlu	PSS
Exam 1: Investing			3	3
Exam 1: Investing Money		95.7		
Oct 2 - P132: #10a UC		3.5		
Exam 2 - Borrowing Money		82.1		
Exam 3 - Set Notation		89.7		
Portfolio - Term3	93.8			
Sept 26: Page 93 - #12				3.5
Class Assignment			95.0	95.0
Major Project	92.5	92.5		
Hand in questions	3.5	2.5	3	3.5

Drop down list allows selection of different students

Drop down list allows selection of terms and FAA's

Access to assessment reports

Professional judgment

Competency	COMM	UnCon	ProFlu	PSS
Most Recent	3.5	2.5	3	3.5
Most Consistent	3.5	3.5	3	3.5
Average	3.5	3.5	3.5	3.5
Professional Judgment	3.6		3.0	
Competency Result	3.6		3.0	

Analysis Screen Reports

Teachers have three reports available from the reports link in the top right corner of the Student Analysis Screen. These reports include:

Student Analysis

Math Foundatio... Test, Student 4(314577)

Hide unassessed objectives

STUDENTS achieve

Competency Analysis / RP2

Reports

Competency	COMM	UnCon	ProFlu	PSS
Most Recent	3.5	3.5	2	

- **Students Summary Report**

This report displays the student's results including professional judgment.

Assignments	Communication	Understands Concepts	Procedural Fluency	Problem Solving Skills
Hand in questions	3.5	2.5	3	3.5
Major Project	92.5	92.5		
Class Assignment			95.0	95.0
Sept 26: Page 93 - #12				3.5
Portfolio - Term3	93.8			
Exam 3 - Set Notation		89.7		
Exam 2 - Borrowing Money		82.1		
Oct 2 - P132: #10a UC		3.5		
Exam 1: Investing Money		95.7		
Competency	COMM	UnCon	ProFlu	PSS
Most Recent	3.5	2.5	3	3.5
Most Consistent	3.5	2.5	3	3.5
Average	3.5	2.5	3	3.5
Professional Judgment	3.6		3.0	
Competency Result	3.6		3.0	
Term	T3			

- **Student Summary (all students)**

This report displays student's results as above but a report is generated for each student.

- **Class Section Summary Report**

Displays the results for all students in the class section listed by competency, FAA and/or achievement.

Results Analysis:

Competency Analysis

Competency Analysis
 Achievement Analysis
 Factors Affecting Achievement Analysis
 Outcome Analysis

Show Results from:

Competency

Filter Type:

Achievement

Filter On:

T3

T3 Competency: Summary for [redacted], Math:PC 30-2;

Student	Competency Analysis/T3/COMM	Competency Analysis/T3/UnCon	Competency Analysis/T3/ProFlu	Competency Analysis/T3/PSS
[redacted]	3.6		3.0	

(beta) New Student Assessment Summary – Now Prints Letter Size

This report is to display assignment's results of one student or many students

* This report is now **Letter Size** which easily prints on **8.5 x 11 paper** (the older version did not).

(beta) New Student Assessment Summary RP

Date of printing: September-10-15

Student: **Student 3 Test**

	Compose and Create	Comprehend and Respond	Assess and Reflect	Confidence	Organization	Collaboration	Responsibility	Completion Code / Assessment Flag
1 Test, #980 English A-91								
writing 2	September-03-15							
	3.5		3.5					
writing 3	September-07-15							
		90/100						
writing 1	September-09-15							
	14/20	16/20						

- The look; options and contents of this report will change as we progress with the use of our gradebook.

Calculation Conflict Report

- Displays all items for a given layer where calculations reach conflicting results

Calculation Conflict

Options <

Filters

Competency (Competency Analysis)

-- Select Layer --

Competency (Competency Analysis)

Task Type

Term Achievement

Factors Affecting Achievement

Outcome

Competency (Outcome Analysis)

Print

Student Analysis

Class Section	Student	Competency	Most Recent	Most Consistent	Average	Outcome Analysis Summary
Math Foundatio-a	Student 4 Test	ProFlu	2	3.5	3.0	3

NHI Report

- This report is purposed to display empty assignment results of one student or many students

NHI Report

Student 4 Test	
Math Foundatio-a	
Assessment	Due Date
Do you qualify for a recommend?	Jan 11, 2016
checkk	Sep 16, 2015

Copying/moving tasks in the Students Achieve Gradebook

Once you are logged in and you have the correct class selected, go to [Touch Marks Entry](#)



Welcome to StudentsAchieve. The blue tabs in the menu found at the top of this window will allow you to quickly navigate within the application. If you cannot find what you're looking for, consult the Help section found on the right of the screen, below the menu.

Shortcuts

I would like to:

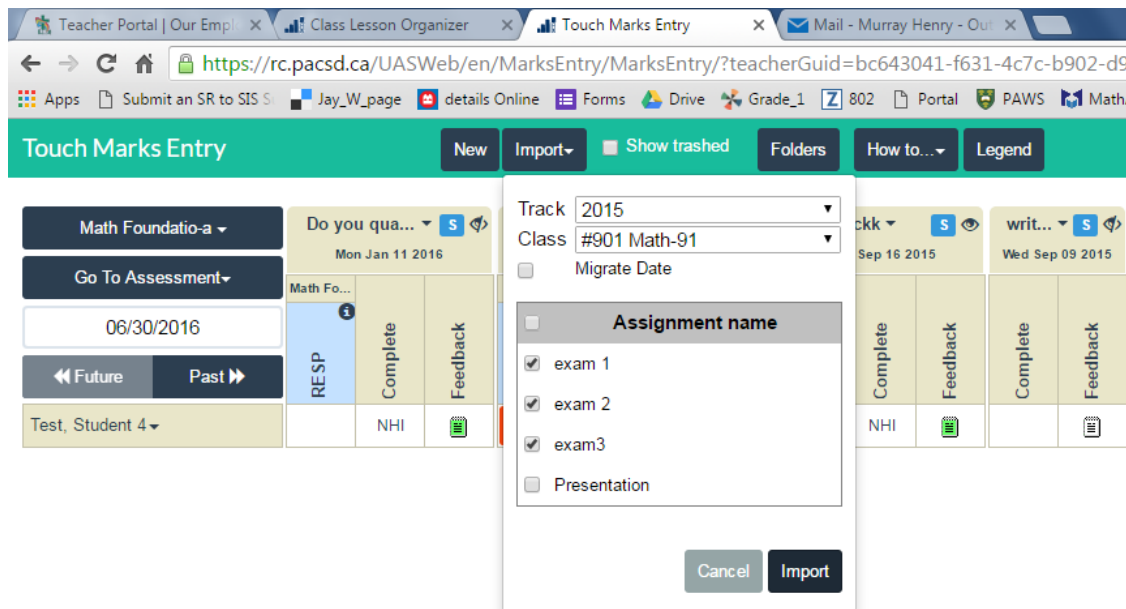
- New Class Sections
- Assessment Explorer
- Touch Marks Entry**
- Student Analysis
- Input Classroom Attendance
- Plan Classroom Assignments
- Input Classroom Achievements
- Input School Wide Results
- Input Student Progress Report Results
- Browse Curriculum



ie//repaired.ca/IASWeb/en/MarkEntry/MarkEntry/teacherGuid-004760f1-602e-4d02-0746-240e1e417acc?studentGroupId=68006ash.d4f1

Copying/Moving Folders

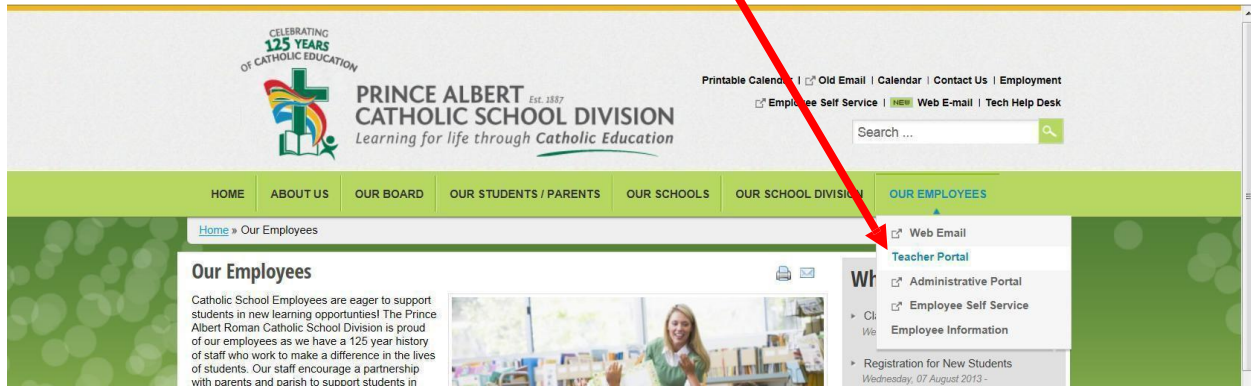
- In previous years, there have been errors caused by using the Class Lesson Organizer (CLO) to copy or move folders. It is recommended that Touch Marks Entry (TME) be used to copy/move assessments and folders to avoid the unpredictable errors CLO may cause.
- In TME, select **Import** from the top menu, then select the appropriate track and class you wish to import from. The **migrate date** option, copies the same date the original assessment had. If you leave it unchecked, TME attempts to approximate the date the assignment would be due in this current term.



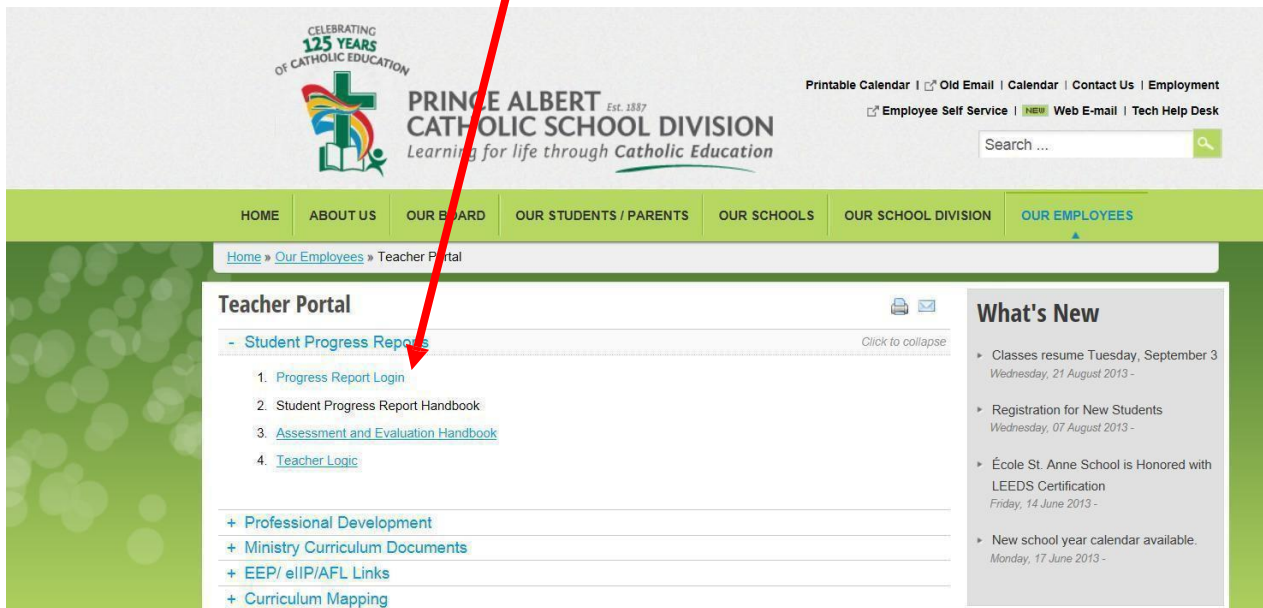
- The assessments that are imported are placed in the assessments folder by default. The **assessments can be edited** to change the grading rules (mark it is out of, or the competencies & outcomes selected) and the folder the assessment is placed in.

Printing a class list from the Gradebook to use as Collection Tool

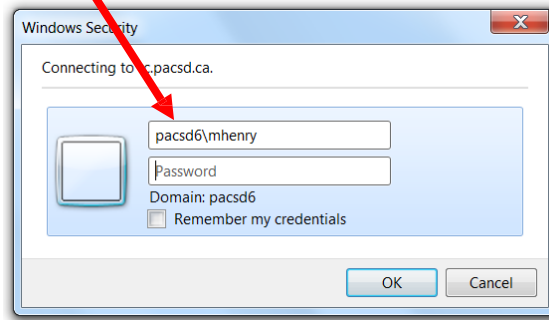
- Choose the teacher portal from Our Employees tab



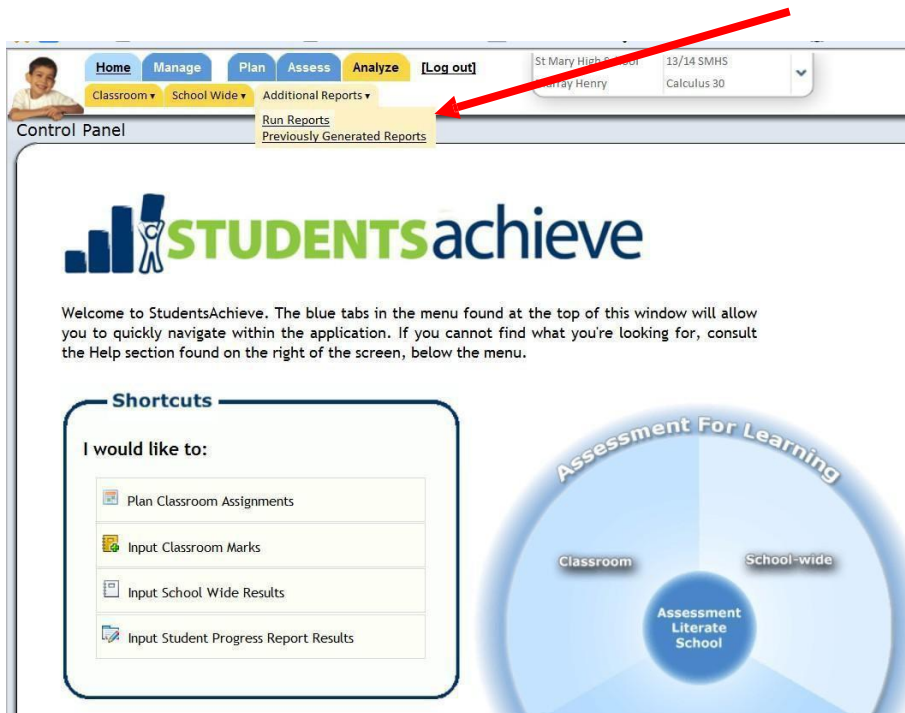
- Now choose Progress Report Login from the Student Progress Report section



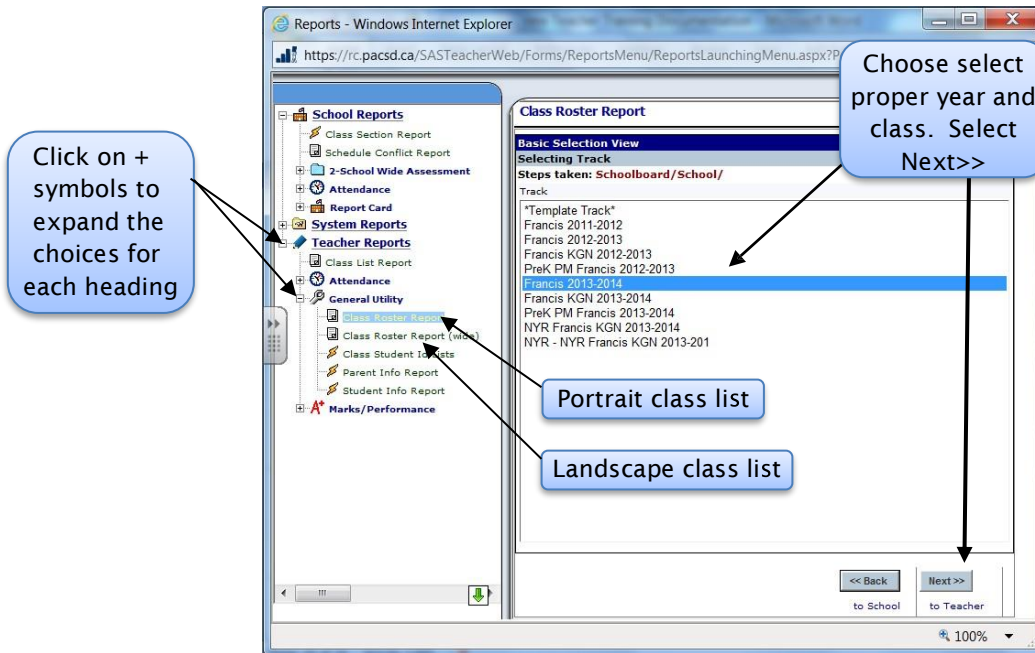
- Remember to include the pacs6\ before your username.



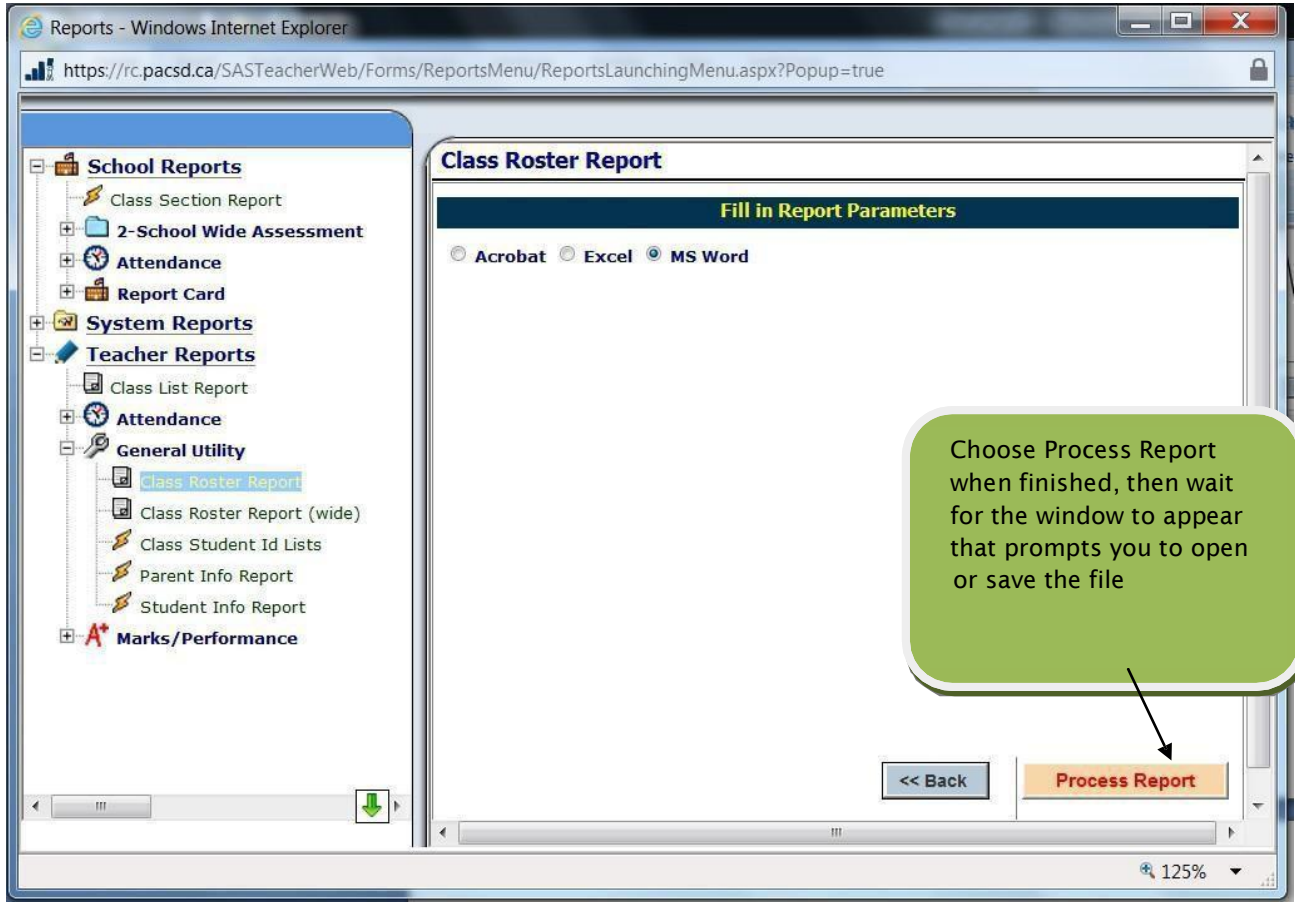
- Click on Analyze tab then Additional Report – Run Reports



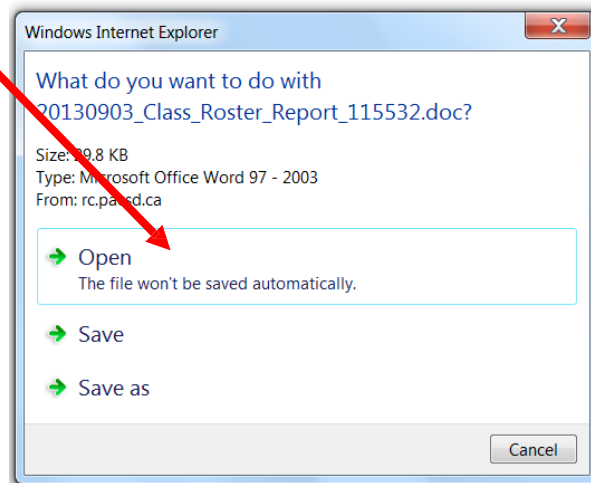
- Choose the type of report you wish to run from the screen that opens.



- You can choose:
 - Acrobat – looks like the MS Word version but not editable;
 - Microsoft Excel – you can edit columns but will have to insert the lines
 - Microsoft Word – easy to edit some small details, but not the columns created



- Choose open to view your list (Which will be as up-to-date as SIRS has it)



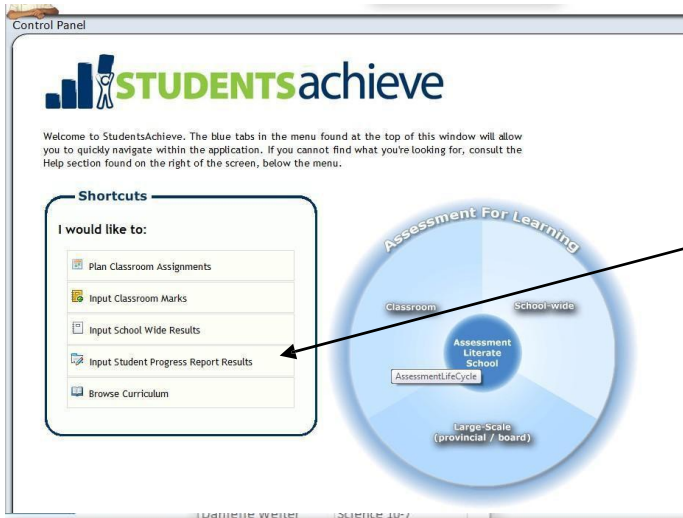
- The class list created is editable. You can add/remove lines, edit the fields class titles, name, etc but the StudentID column cannot be removed
- Also, every other student name is shaded so data entry is easier

The screenshot shows a Microsoft Word document titled "20130903_Class_Ro" in Compatibility Mode. The ribbon includes References, Mailings, Review, View, and MathType. The font settings are set to Times New Roman, size 12. The table below is a class list with columns for Student ID, Last Name, and First Name. The rows alternate between white and light gray shading for the name columns.

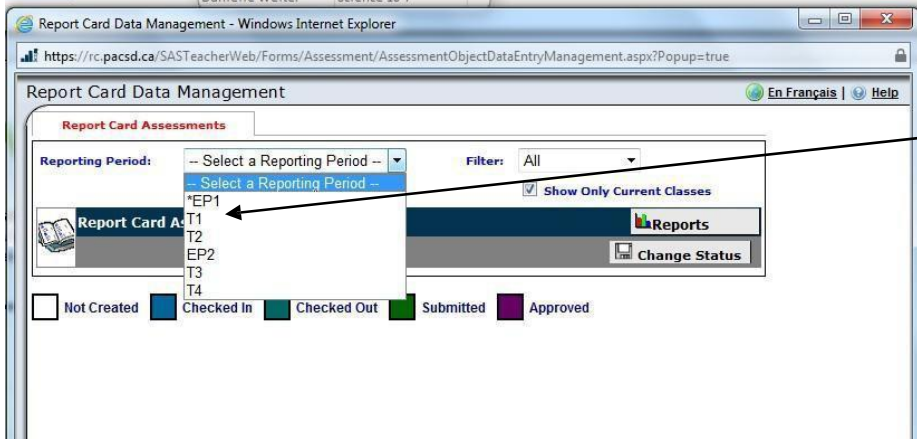
StudentID	Last Name	First Name
1376	Durand	Noel
1369	Fetch	Calissey
7388	Gabriel	Kiana
9182	Gonzalez	Johan
10484	Haarstad	Morgan
1292	Hamilton	Madison
7056	Iuri	Drayden
1238	Kereluk	Nik
1138	Korycki	Ciara
1166	Leach	Bailey
7839	Lowe	Caissa
10584	Lozinski	Braden
1178	Lucas	McKenzie
7880	Lucyshyn	Justin
8279	Luedtke	Mackenzie
1226	McDougall	Maxwell
7843	Miller	Taylor-Rae
1187	Nagy	Oivia
8890	Ostapiw	Kassidy
7840	Pellegrini	Breana

Importing Values from the Gradebook into the Progress Report

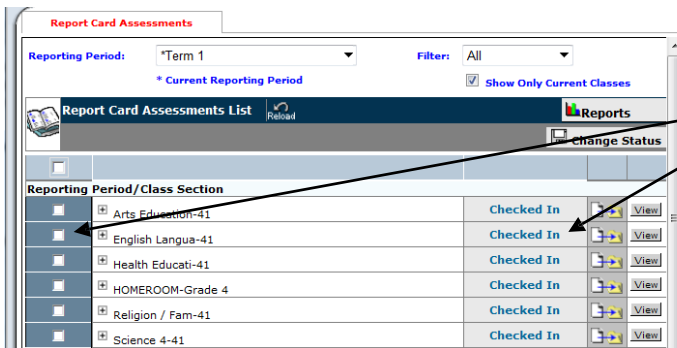
After making your professional judgment for each course, factors affecting achievement and assign an achievement for each course within the gradebook, you are now ready to import all of this information into your progress report.



Click on Input Student Progress Report Results



Select the correct reporting period



Select and "check out" the course which you are going to import the marks/values from gradebook to progress report.

#	FIRST_NAME	LAST_NAME	STUDENT_ID	CONF	ORG	COLL	RESP
1			629	3.0	3.0	3.0	3.0
2			0211	2.4	2.8	2.8	2.4
3			708	3.0	3.2	3.2	3.2
4			395				
5			688	3.0	3.0	3.0	3.0
6			000	3.0	3.0	3.0	3.0
7			579	3.0	2.6	3.0	2.6
8			387	3.0	3.0	3.0	3.0
9			071	3.0	3.2	3.2	3.2
10			615				

The first time you go into the progress report and the professional judgments are made, the values will automatically populate into the columns. Each time you go into the progress report after this, you will need to click on "import classroom results."

Now click SAVE. All of your professional judgments in the gradebook will now be saved into the progress report. Comments can be made at any time. You can never save too many times!

NOTE: If you want to make changes to the values you now see in the progress report, you must make the change(s) back in the Gradebook not in the Progress Report. Then you will need to re-import. Please be reminded that when all comments and values are in the Progress Report, SAVE and SUBMIT to the office.

Note: If you manually entered the values into the progress report and your gradebook does not have your professional judgments made DO NOT click on the import button as you will over-ride the progress report by putting an empty gradebook into the progress report and losing all of your information, possibly even your comments.

How do I Create My Own Comment Bank?

- There are two ways of getting to your comment bank. One way is to go the **progress report** and click or choose the little speech bubble to open the comment bank

Assessment Object - List Marks Entry List				EP2					
#	FIRST_NAME	LAST_NAME	STUDENT_ID	CONF	ORG	COLL	RESP	ADAPT	Comment
1	Sasha	Alam	9575						
2	Jean-Elie	Fortier	9830						
3	Melanie	Heleta	1333						

Comment Bank Browser

My Report Card Comments

Comment Editor

Insert Comment

Codes: []

Codes: []

Codes: []

Codes: []

Codes: []

Insert Before

Insert After

Preview

4096 characters left

Apply Comment

Cancel

Insert Auto-text

his/her

he/she

him/her

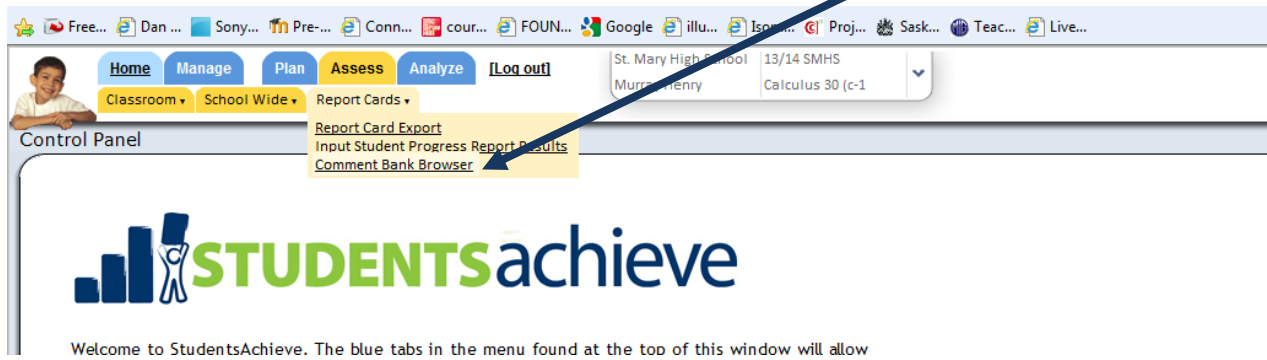
himself/herself

First Name

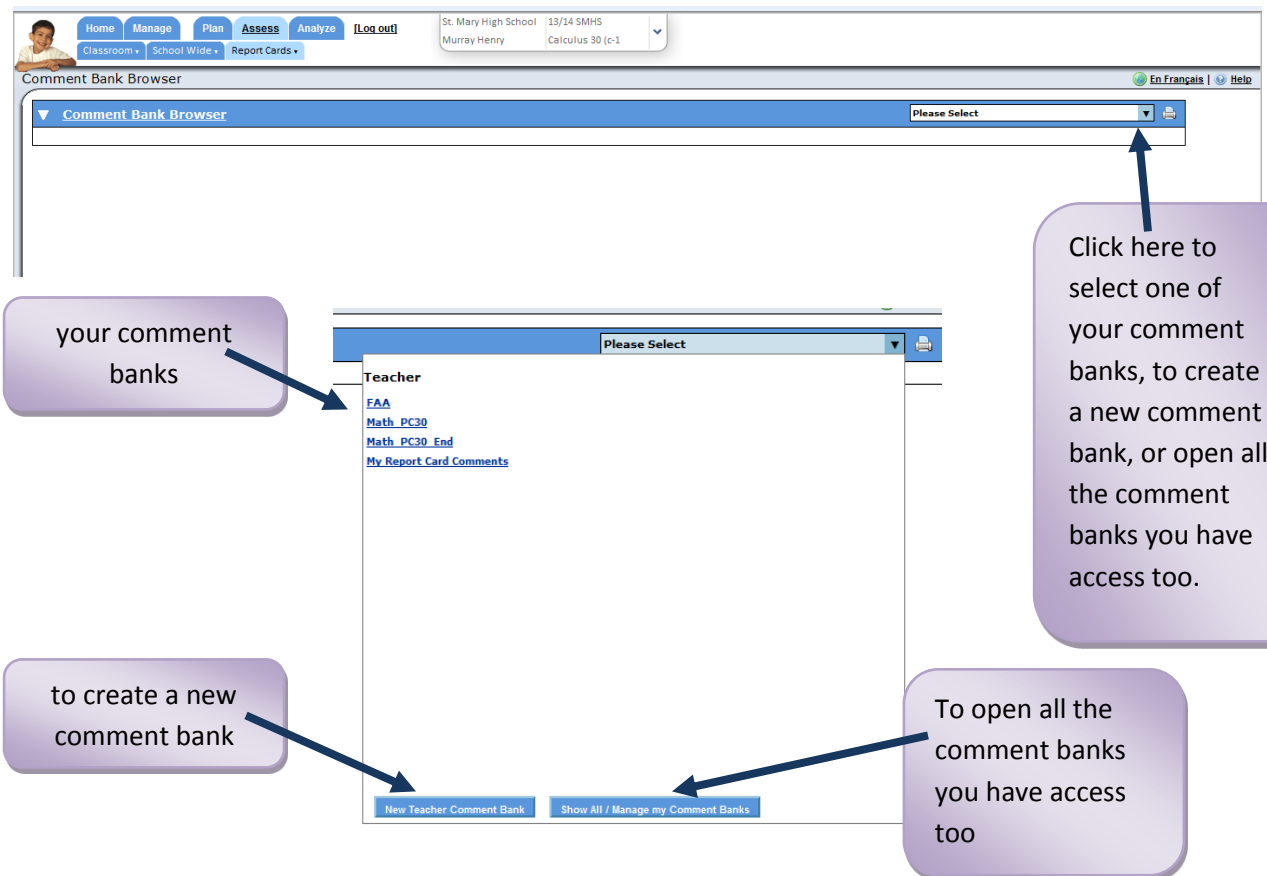
English

We can access our comment bank (personally created or division created comments) here

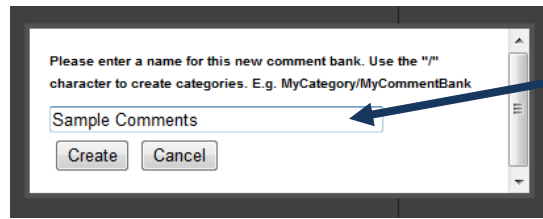
- The second method to get to the comment bank is through the menus in the tabs at the top of the page. Choose **Assess** → **Report Cards** → then **Comment Bank Browser**.



The window that opens here is just the comment bank browser, not the actual place where you type or insert comments directly into a progress report.

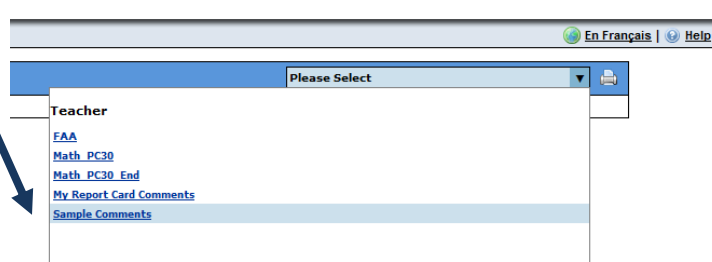


- Here we want to show how to create a **new comment bank** so let's start there.

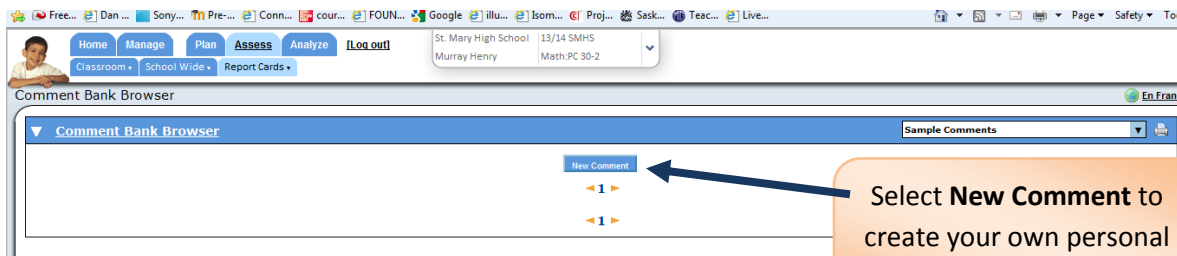


Type in the name of this group of comments and choose **create**

- Then select this comment bank from those listed. It will then load your selected comments.



- From the window that opens, you have the option to create a new comment, or choose to edit the ones that are listed (there are none here yet as this is a new bank).



Select **New Comment** to create your own personal list of comments

This is the **comment code** given to this comment

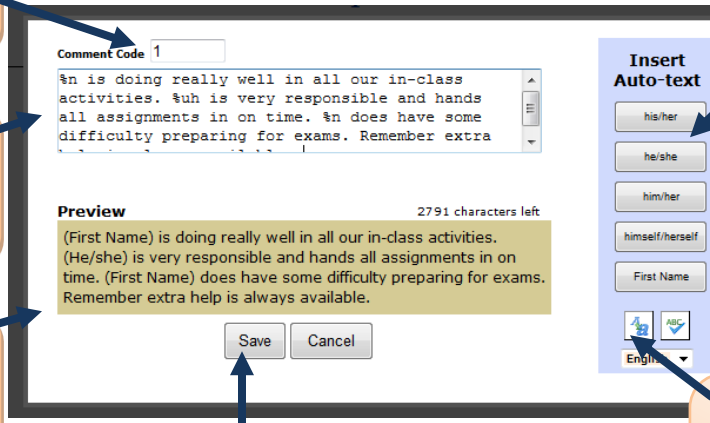
Type in this section to edit/create the comment you are working on

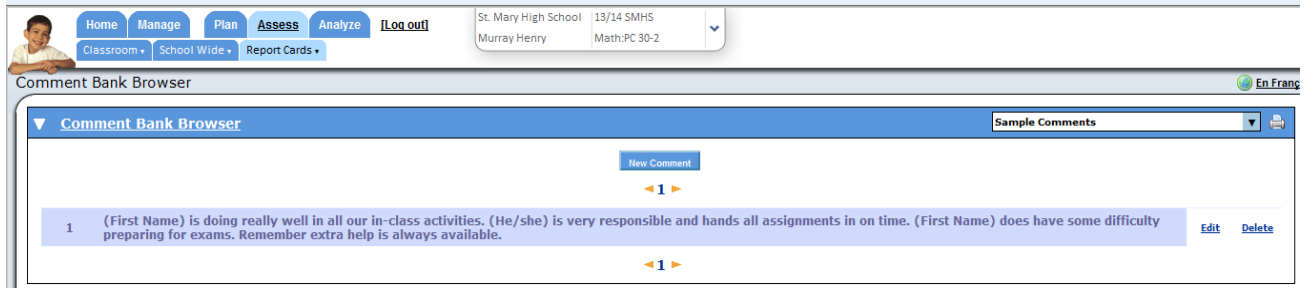
This section shows a preview of the comment you are working on

Press **Save** to finish

Use these buttons to **auto-insert** the students' name, or gender specific description

This will capitalize the first letter of the **Auto-text** when inserting at the beginning of a sentence.

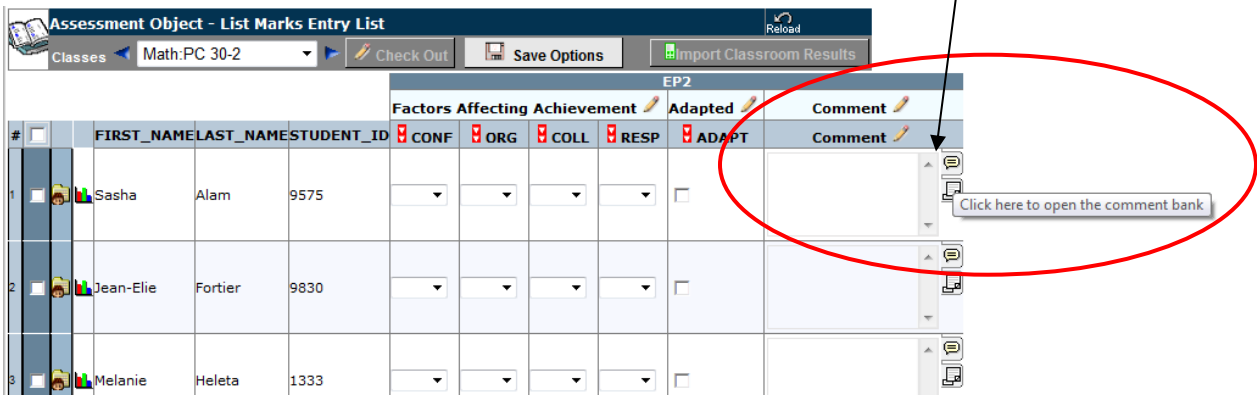


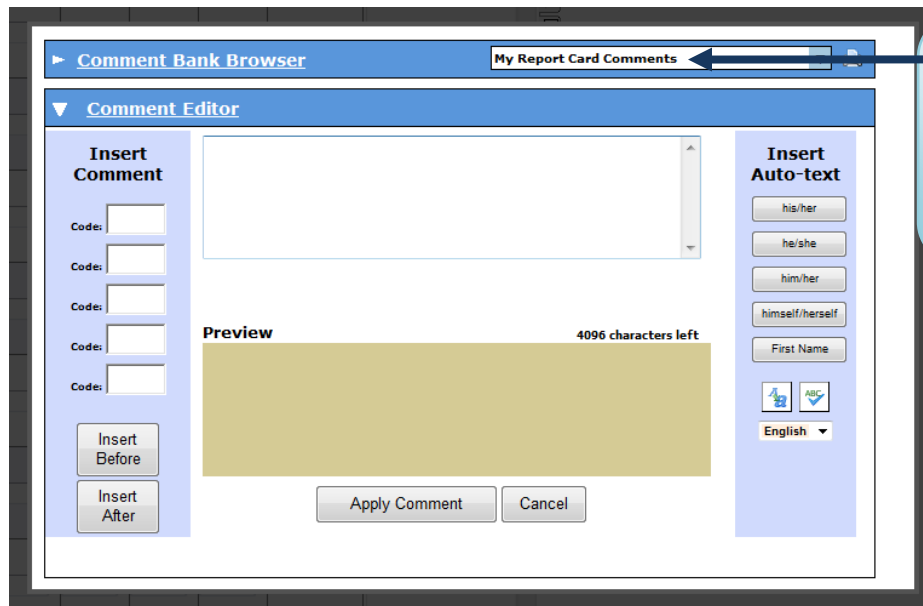


- Your finished comment is listed here. Then choose **New Comment** to continue creating your list of comments that you would use.

How do I insert pre-made comments?

- First we must go the **progress report** and click or choose the little speech bubble to open the comment bank. From here, we can insert a pre-made comment, and then add extra information to help describe the students' progress so far.





We can access our comment bank (personally created or division created comments) here

- When we click the comment bank browser section, we need to choose the section that contains the comments we want to use.

This is the default comment bank. it always opens first

You could choose one of your pre-made lists

Create a new list

Click here to expand our options

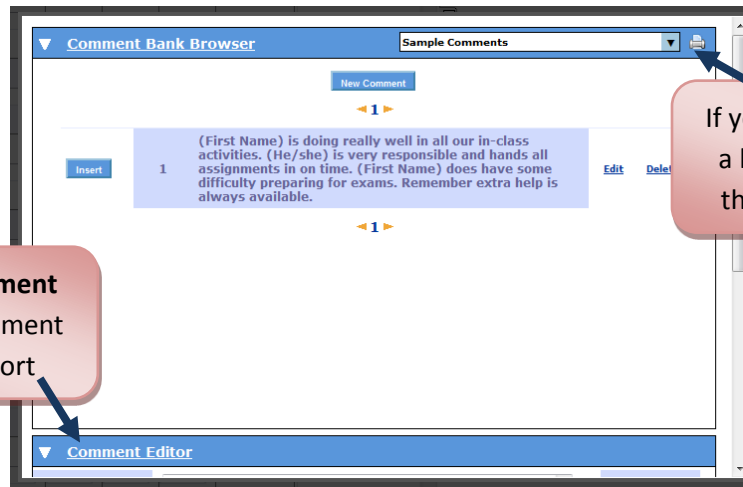
Or show all the lists you can access. If you click here, you get the option to choose from school division or teacher created comments. We don't really use track or school comments yet.

The screenshot shows the 'Comment Bank Browser' window. At the top, there's a dropdown menu currently set to 'My Report Card Comments'. Below this, a list of comment banks is shown under the 'Teacher' category: FAA, Math_PC30, Math_PC30_End, My Report Card Comments, and Sample Comments. Each item has an 'Insert' button to its left. At the bottom of the list, there are two buttons: 'New Teacher Comment Bank' and 'Show All / Manage my Comment Banks'. The 'Show All / Manage my Comment Banks' button is highlighted with a yellow bar.

The screenshot shows the 'Comment Bank Browser' window with the 'Teacher' tab selected in the top navigation bar. The main content area displays a list of comment banks: FAA, Math_PC30, Math_PC30_End, My Report Card Comments, and Sample Comments. Each item has an 'Insert' button to its left. Below the list, there are buttons for 'Load Selected Comment Bank', 'Delete Comment Bank', and 'Edit Comment Bank'. At the bottom, there are buttons for 'New Teacher Comment Bank' and 'Show Default Comment Banks'.

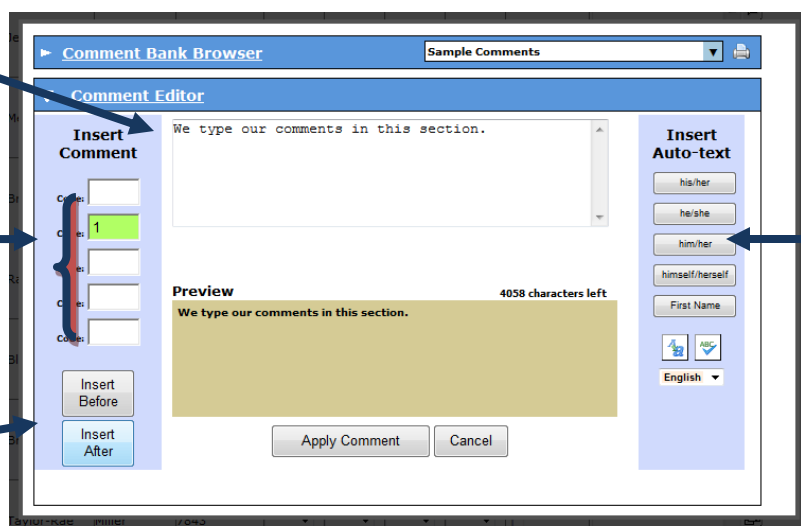
The screenshot shows the 'Comment Bank Browser' window with the 'SchoolBoard' tab selected in the top navigation bar. The main content area displays a list of comment banks: SD Arts Ed Exemplars/6-9, SD Arts Ed Exemplars/10-12, SD Career Ed Exemplars, SD Career Ed Exemplars/6-9, SD Career Ed Exemplars/10-12, SD Core French, SD Core French/6-9, SD ELA Exemplars, SD ELA Exemplars/6-9, and SD ELA Exemplars/1-5. Each item has an 'Insert' button to its left. Below the list, there are buttons for 'Load Selected Comment Bank', 'Delete Comment Bank', and 'Edit Comment Bank'. At the bottom, there is a button for 'Show Default Comment Banks'.

Then choose the comment bank you wish to load.



Now choose the **comment editor** to create a comment for the progress report

If you click here, you can print a list of your comments and the numbers that go with it

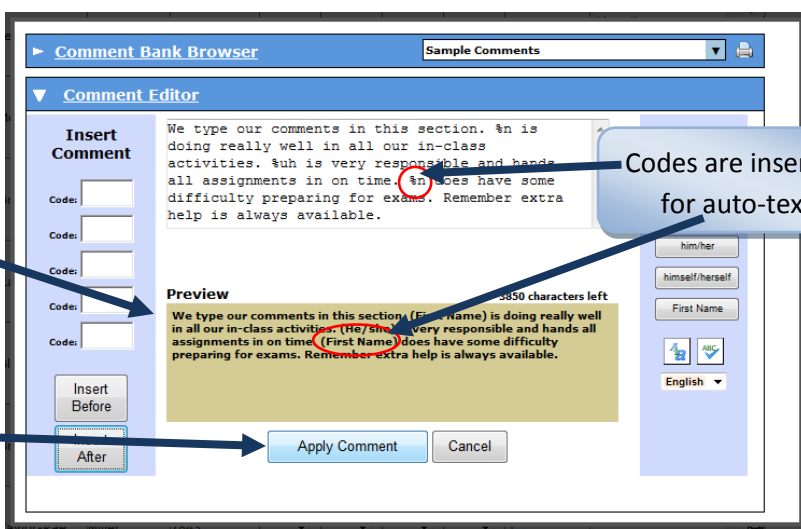


Type in this section

Type in comment numbers that you wish to add here

Then you must choose to insert the text **before** or **after** the currently typed comment

You can still use the auto-text features for any comments you just type in



Preview of your finished comment

Choose apply comment to finish

Codes are inserted for auto-text

EP2						
T_ID	Factors Affecting Achievement				Adapted	Comment
	CONF	ORG	COLL	RESP	ADAPT	Comment
					<input type="checkbox"/>	We type our comments in this section. %n is doing really well in all our in-class activities. %uh is very responsible and
					<input type="checkbox"/>	
					<input type="checkbox"/>	

EP2						
NT_ID	Factors Affecting Achievement				Adapted	Comment
	CONF	ORG	COLL	RESP	ADAPT	Comment
					<input type="checkbox"/>	We type our comments in this section. Jean-Elie is doing really well in all our in-class activities. He is very responsible and
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Once saved, the codes in the comments change to the actual name, or gender-specific description of the student

Gradebook Help

Home

If you need assistance with your grade gradebook, please contact one of our consultants (who are available in the mornings for help) or coordinators. French support is also available by contacting our French consultant. Contact information:

Phone: 306-953-7500 (CEC) → from 8:30 am – 4:30 pm
 306-953-7527 (Assessment coordinator) → 8:30 am - 4:30 pm
 You can leave a message if there is no answer.

Email: progressreport@pacsd.ca anytime for help

Cellphone: 306-930-9380 (Assessment coordinator) → 8:30 am – 10:00 pm
 You can leave a message if there is no answer.

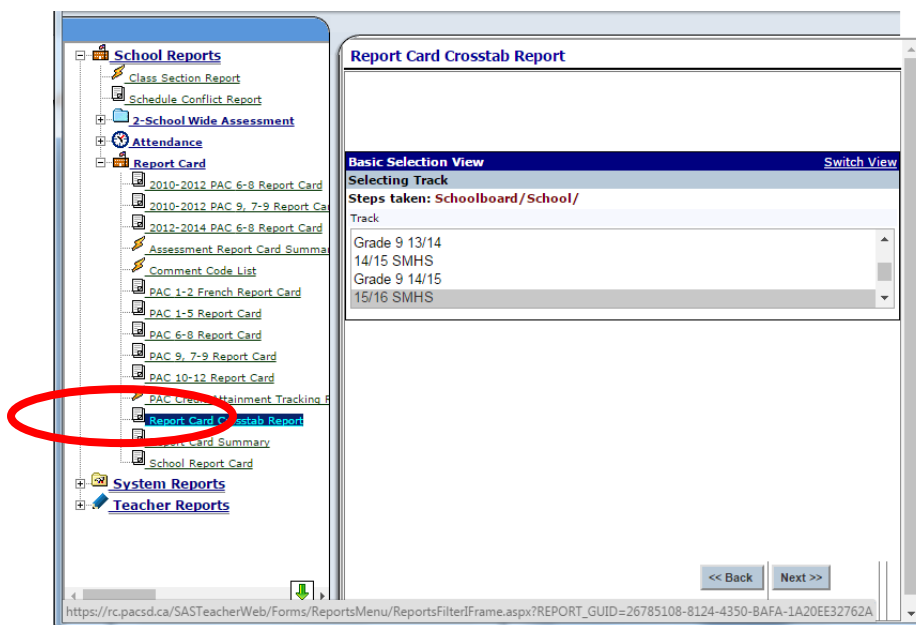
Recent gradebook updates & changes:

- [Student assessment summary report – Sept. 28/15](#)
 - [Printed report for students and parents](#)
- [Gradebook and School Wide changes – December, 2015](#)
- [Students Achieve Gradebook Changes – March 23rd & April 4th, 2016](#)
- [Shortcut menu changes → April 22, 2016](#)
- [Gradebook changes for grades 1-9 as of September, 2016](#)
- [StudentsAchieve v.6.5.00 – June, 2016](#)
- [StudentsAchieve v.6.5.10 – August, 2016](#)
- [StudentsAchieve v.6.5.20 – December, 2016](#)
- [StudentsAchieve v.6.6.00 – June, 2017](#)
- [StudentsAchieve v.6.6.20 – December, 2017](#)

Gradebook changes → For Grades 1 - 9 Teachers

New reports available:

1. **Calculation Conflict Report** → highlights times where the differing calculations within Student Analysis disagree about a student's performance, enabling teachers to zero in on cases most likely to not accurately reflect actual student performance. (Available in the Student Analysis screen reports)
2. **NHI Report** → This report displays results that are blank by student/all students and class/all classes. (Available in the Student Analysis screen reports)
3. **Report Card Crosstab Report** → Available under the **Analyze** tab >> **Additional Reports** >> **Run Reports**. This report displays a summary of your progress report entries and contains an option to highlight any missing scores. Be sure to select only your currently taught classes or there will be some classes that are all blank.



- TME changes:
 - that the columns are no longer over-expanded by the text size
 - **A blank name can no longer be entered.** This for task creation.
 - TME attempts to **predict appropriate Due Date** for imported assessments
 - Removed Apply button on date control;
 - Removed Assessment where it appeared twice;
 - Enhanced Touch Marks Entry screen (also known as Classroom Assessments) to make it easier for teachers to use;
 - Changed wording of option to show trashed, which allows you to toggle the display of Assessments you've deleted;
 - Removed extraneous 'i' when entering marks;
 - Shrank border on marks;

- Truncated text on labels in Marks Entry to six characters;
 - Assessment Type now displays in the header of Assessments on the Touch Marks Entry screen.
 - You can now adjust Assessment Type within Touch Marks Entry from the Assessment Type icon.
 - We've added a legend to describe new icons within Touch Marks Entry
 - TME headers no longer break if an Assessment is incorrectly created/copied in a legacy assessment management screens
 - We've changed how TME displays in Internet Explorer 11, where row heights for students and content were formerly out of alignment. Students no longer get "squished."
 - Weight fields implied fractional weights were accepted, but they were quietly rounded at time of save. Weight fields now prevent entry of anything other than whole numbers.
 - Apply Date and Overwrite Existing buttons now display properly when the screen zooms.
- **New Class Sections** has been added as an option at the top of the StudentsAchieve menu to use to initialize your classes (even though this will be done for you at the start of the school year or semester). This option also displays information about shared classes and who is the teacher responsible for making the professional judgement (noted as the *manager*). This screen also allows easy switching between classes with options to select TME, Student Analysis or Assessment Explorer screens for any class.

The screenshot displays the 'Class Sections' management screen. At the top, there are three callout boxes: 'TME', 'Student Analysis', and 'Assessment Explorer', each with a red arrow pointing to a row in the table below. The table has columns for 'Class', 'Teacher(s)', and 'Assessment Status'. The rows list various classes like '#901 Math-91', '#980 English A-91', '2 Expresses Se-a', '700 English La-71', and 'Math Foundatio-a'. Below the table is a 'Touch Marks Entry' button. On the left, there's a sidebar with filters for 'Prince Albert Catholic School Division 6', 'Lucy Baker', '2015', and '1 Test'. At the bottom of the sidebar is an 'Initialize All' button. On the right, there's a sidebar showing details for the selected class, 'Math Foundatio-a', including 'Code', 'Class Id', 'Section Code', 'Subject', 'Grade Level', 'Start Date', 'End Date', 'Template', 'Enrollment Group Id', and 'Content Group Id'.

(beta) New Student Assessment Summary Report – Now Prints Letter Size

Student Analysis Results Analysis

Math Foundatio-a- Test, Student 4 (314577) Achievement Analysis / RP+ Reports

Hide unassessed objectives

Achievement Analysis Choose these reports

Task Type	Assessments	Exams	Projects	Presentation	Classwork
Average		89	60	94.7	
Professional Judgment					
Task Type Result		89	60	94.7	

Term Achieve...	RP
Average	80.6
Professional Judgment	
Achievement	80.6
Term Comment	

Term Comment

Scroll to the bottom for this

- Class Section Summary (all classes)
- Class Section Summary (Combined) Outcome Analysis Focus Area - PSD
- Class Section Summary (Combined) Outcome Analysis Outcome - PSD
- Class Section Summary (Combined) Outcome Analysis Assessments - PSD Assessments
- (beta) New Student Assessment Summary

Filter: RP Assessments to include: All Group by folders: View Save as Pdf

Group by folders is not currently working yet

(beta) New Student Assessment Summary RP

Date of printing: September-28-15

Student: Student 4 Test

Achievement	Communication	Understands Concepts	Procedural Fluency	Problem Solving Skills	Confidence	Organization	Collaboration	Responsibility	Completion Code / Assessment Flag
Achievement	Competency			Factors Affecting Achievement					
1 Test, Math Foundatio-a Overall Result: 80.6									
Not_Achievement Weight: 1									
	58/100	58/100							
Exam 1 Weight: 1 Abs: 8.9 Sep 1, 2015									
	75/100	3.5	3	2.5					
Project 1 Weight: 1 Abs: 11.1 Sep 3, 2015									
	90/100		3.5						
pres Weight: 1 Abs: 22.2 Sep 3, 2015									
	71/75	3	3						
Project 2 Weight: 1 Sep 3, 2015									
		NYM	NYM		3	3.5	3.5	4	

Click Save as pdf to get a printer-friendly version of the report:
See below



Printed report for students/parents

(beta) New Student Assessment Summary RP2

Date of printing: Wednesday, November 18, 2015

Student: **Student 3 Test**

This is the pdf version of the report. It prints each students' results on a separate page.

The students' overall result will be empty for grades 1-9

	Communication	Understands Concepts	Procedural Fluency	Problem Solving Skills	Confidence	Organization	Collaboration	Responsibility	Completion Code / Assessment Flag
	Competency				Factors Affecting Achievement				
1 Test, #901 Math-91									
exam 1	Wednesday, September 02, 2015								
	20/20								
exam 2	Thursday, September 03, 2015								
		2	2						
exam3	Friday, September 04, 2015								
	2	4							
Presentation	Monday, September 07, 2015								
	45/50	45/50	45/50	45/50	3	3.5	3	4	

This report now prints in letter size so there are no special changes to worry about. Just choose to print

December 2015 gradebook/school wide changes

Home

These changes are just adjustments that were made by Students Achieve, not a software update.

1. Weighting issue for the Student Assessment Summary Report has now been fixed. The issue was the report appeared to be assigning an absolute % to tasks that were formative or diagnostic (this did not affect the grade calculation) which should have an assigned an absolute % of zero.

Achievement	Creative/Productive	Critical/Reponsive	Cultural/Historical	Confidence	Organization	Collaboration	Responsibility	Completion Code / Assessment Flag
Achievement	Competency			Factors Affecting Achievement				
Overall Result: 54.3								
name	5/5			Weight: 1 Sep 7, 2015				
symbol research	6/6			Weight: 1 Abs%: 3.6% Sep 10, 2015				
tomb image	0/15			Weight: 1 Abs%: 5.3% Sep 16, 2015				
tomb response	0/5			Weight: 1 Sep 16, 2015				
ABC's and Single word	14.5/15			Weight: 1 Abs%: 5.3% Sep 24, 2015				
callin video				Weight: 1 Sep 30, 2015				

2. The comment section available in the Student Analysis Screens is now available to be used. There are a couple of things to consider with this:
 - a. If you choose to not to use this section, then there is no effect on how you complete your data for the progress report.
 - b. **Only saved data** in the comment section of the professional judgment screens will be imported into the progress report. If you type anything in the comment section space, you must save before leaving that screen. This avoids a person accidentally putting even a space in the comment section because you must actually save anything you type in there or it will not let you switch pages/students.
 - c. Teachers can work on their comments through the analysis screens or the progress report. The comment banks can only be accessed in the progress report
 - d. If there is a saved comment in the gradebook, **it will always overwrite the comment in the progress report**. If there is no saved comment in the gradebook, then there is no effect on the comments in the progress report.
 - e. **The memo section now stores up to 8000 characters.**

- The option to weight assessments for teachers in grades 6-9 is now available. The default for all assessments is 1 (which means that all existing assessments count the same value). Increase this by whole numbers for an assessment to be worth more.

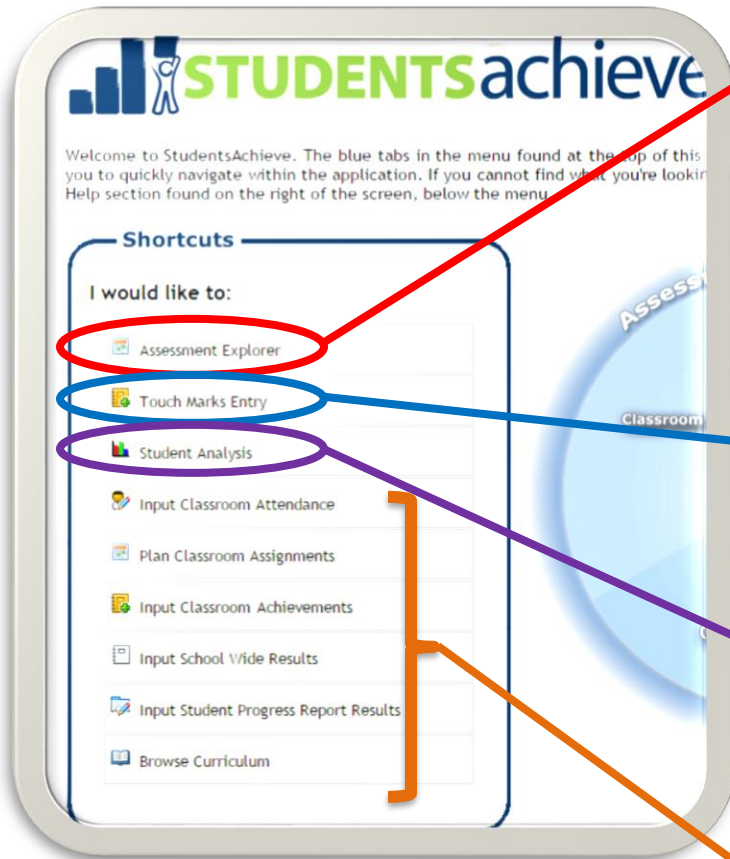
- The wording for a **'below'** result has changed to **'Developing'** in School Wide data entry and reports (this applies to historical data as well). This change is currently present in our writing data, but will also be applied to our DRA/HIP data.

#	Last Name	First Name	Message Benchmark	Message Content & Ideas	Organization Benchmark	Organization & Coherence	Cues Benchmark	Cue Conve
1	Bohmann	Léah	Developing	5	Developing	4	Developing	4
2	Bourdon	Luc	Above	8	At	7	Developing	6
3	Burns	Morgan	Above	8	At	7	At	7
4	Campbell	Nadia	At	7	At	7	At	7
5	Chenier	Alyssa	Developing	5	Developing	5	Developing	5
6	Dinney	Brynn	Developing	4	Developing	4	Developing	4
7	Ditzel	Ava	Above	8	Developing	6	Developing	6

Mar/Apr 2016 Students Achieve gradebook/school wide changes

- Blank comments (in the student analysis screens) no longer override comments manually entered into progress reports
- Weights for each assessment now display when using separated part details
- You can now configure analysis screen comment limits (it is currently set to a maximum of **8000** characters)
- NHI report has been added
- You can now produce a Median Calculation
- **Assessment Summary Report:**
 - **The Group By Folders checkbox now holds properly when exporting to pdf**
↳ *This option is still not working, SA said they are working on it now.*
 - This report now properly respects your **Show Overall Result** choice
 - The Abs in the report is now changed to Abs%
 - Teachers can now see all semesters classes, regardless of which semester is current
 - **Assessment Summary Report – Same name but now prints letter size**
- **Touch Marks Entry** changes:
 - The Delete, Backspace and Arrow keys are now recognized in Touch Marks Entry and the Assessment editor
 - The absolute percentage calculation now ignores formative and diagnostic assessments
 - When importing assessments, double loading no longer occurs
 - **Overwrite existing** flag now defaults to off
 - You no longer have to scroll to the bottom of the page to locate the **Load More Assignments** button when using Internet Explorer 9
 - Loading process is streamlined to remove risk of failure when many assessments are loaded
 - Newly created assessments now display right away on the grid
 - Student results no longer double-load, which formerly caused some screens to be out of alignment between students and results
 - Buttons for **Load More** and **Load Future Assessments** no longer display inappropriately, like when there are no other assessments
 - The order in which the assessments display in the table now correctly adjusts when you change the Due Date of Assessments
 - You see assessments up to and including the end date, within the default **maximum of 10 assessments**
 - The term **Properties** has been changed to **Edit** to clarify the use of this function

Changes to the Students Achieve shortcut menu → April 22, 2016



Assessment Explorer has been introduced as an option to view the list of assessments you created and gives you the option to open each individually in TME. The assessments are organized by due date. *If you are having display issues with your gradebook, it is recommended to use this option. This screen is meant to eventually replace the CLO screen to view tasks/folders.*

Touch Marks Entry has been listed here as a shortcut to save time for those people used to looking for it in the menus at the top. The CLO screen still works for the remainder of this year

Student Analysis has been listed here as a shortcut to the student analysis screens. All teachers should be using this at the end of the reporting periods so this is not really a new gradebook area.

Familiar menu options this was the previous list of options that were available to staff prior to any changes made by Students Achieve.

StudentsAchieve v.6.5.00 - June 2016

Calculation Conflict Report

A new Report highlights times where the differing calculations within StudentAnalysis disagree about a student's performance, enabling teachers to zero in on cases most likely to not accurately reflect actual student performance.

Assessment Explorer

- Added ability to edit the Assessment Type of an Assessment in the Assessment Explorer.
- We added the ability to modify Assessment Due Dates within Assessment Explorer.
- The Assessment Explorer now loads assessments for Classes outside of the current School Year.

General

- Added New Class Sections link to menu - configured to be visible by default but can be hidden at Board discretion.
- Typo on "Sync Assignment value to part weight" We corrected a typo in Sync Assignment Value to Part Weight App Setting.
- When you load professional judgment for certain configurations, you'll no longer get errors for no reason.
- Enforcement of a Maximum Percentage occurs now only upon data saving, rather than data loading; allowing classes that have results exceeding maximum percentage to still load
- Loading Section lists on various screens now runs faster because we addressed intermittent performance issues.
- Assessments before the start of the class (first term), between terms (if there's a weekend in between, attach to term after), and after the end of the class (final term) will all now be included within the correct term.

Report Card

- Import no longer crashes outright on the first error. Import will now attempt all elements individually
- Added option to Report Card Cross Tab Report, allowing you to highlight blank values so teachers scanning the Report can easily find such blanks.
- We added a Government Code field to the Report Card elements.
- We changed conditions around Report Cards; you can now learn who ran them; and change print behavior between Admin and Teacher runs.

Reports

- Updated the New Assessment Summary Report to allow you to choose whether to print codes or full names in the Report's column headers. → This does not appear to be working yet.
- We added a report (Calculation Conflict – available in the student analysis screen) which provides a list of outcomes where the auxiliary and default calculations disagree. These are the most likely instances to require a teacher's attention.
- The Class Section Summary Report no longer throws errors when run against Assessments
- The Class Section Summary Report no longer fails when multiple users are running it at the same time.
- The selected Term and Aggregate are now properly passed to Student and Class Section Summary reports
- Corrected an error that was occurring when running the Student Summary Report when the filter is set to 'none'.
- Student Summary report now uses code instead of using full outcome text so that the columns are no longer over-expanded by the text size.
- Fixed Student sorting on Student Analysis; it's now Last Name, First Name -- as opposed to solely Last Name; bringing it in line with other UASWeb screens.
- When 'Hide Unassessed Objectives' is selected the functionality on the page is now restored to work properly.

Touch Marks Entry

- We added restrictions to Assessment Creation: **A blank name can no longer be entered.** This prevents errors which had occurred when name was blank
- If you load lots of really large (many part) Assessments in the same data fetch, it will no longer cause the load to fail and crash the screen.
- Added option to import where StudentsAchieve attempts to predict appropriate Due Date and Publish Dates for assessments being imported. → **New feature for imported assessments**
- New dates are determined using the number of days since Class start of the original Assessment and assume an equivalent number of days since Class start for the new Assessment. i.e.: if a Class started on Sept. 3, 2016 and the Assessment's Due Date was Nov. 5, 2016 (exactly nine weeks later); importing it into a Semester 2 Class starting Feb. 1, 2017 will translate into a Due Date nine weeks later: April 4, 2017.
- The Completion Codes no longer duplicate when they are being modified.
- The form you need to deactivate assessments for a student now loads properly.
- The Class is not initialized message in Touch Marks Entry now points to new Class Sections instead of old ones.
- Touch Marks Entry results now load faster because we addressed a major performance issue.
- When accessing a class in TME immediately after having initialized it, the class will now be available and the 'class is not configured' error no longer occurs.

StudentsAchieve v.6.5.10 – August, 2016

Assessment Explorer

- Assessment Explorer is now available through Via menus.
- Changed Assessment Type flags within Assessment Explorer, Touch Marks Entry and Student Analysis to reflect grey for non-calculable types (eg: formative).

Student Analysis

- Add Assessment Type icon to Assignment name
- Assessment Type now displays in the Student Analysis grid beside the Assessment name.

Touch Marks Entry

- TME toolbar cleanup:
 - Removed Apply button on date control;
 - Removed Assessment where it appeared twice;
 - Enhanced Touch Marks Entry screen (also known as Classroom Assessments) to make it easier for teachers to use;
 - Changed wording of option to show trashed, which allows you to toggle the display of Assessments you've deleted;
 - Removed extraneous 'i' when entering marks;
 - Shrank border on marks;
 - Truncated text on labels in Marks Entry to six characters;
 - Corrected an issue where small screens cause buttons to overlap.
- An icon now displays in the header of an Assessment, indicating if the Assessment has, or will be, published to the Parent Portal.
- Assessment Type now displays in the header of Assessments on the Touch Marks Entry screen.
- You can now adjust Assessment Type within Touch Marks Entry from the Assessment Type icon.
- We've added a legend to describe new icons within Touch Marks Entry
- TME headers no longer break if an Assessment is incorrectly created/copied in a legacy assessment management screens
- We've changed how TME displays in Internet Explorer 11, where row heights for students and content were formerly out of alignment. Students no longer get "squished."
- Weight fields implied fractional weights were accepted, but they were quietly rounded at time of save. Weight fields now prevent entry of anything other than whole numbers.
- Apply Date and Overwrite Existing buttons now display properly when the screen zooms.
- Undoing the entering of a Completion code from blank formerly resulted in an "Undefined" result being displayed. The cell now correctly shows no value.
- If you clear a cell under Completion Codes, it now correctly displays blank, rather than Undefined.
- Cleaned up the Modal Windows in Touch Marks Entry so that the top-right corner correctly shows the "X" to indicate the window can be closed.

StudentsAchieve: Update v6.5.20 – December, 2016

Version: StudentsAchieve v.6.5.20 - December, 2016. (Changes that may affect teachers)

- **Curriculum Browser**
 - A new Curriculum Browser has been built within UASWeb. This gives a cleaner method of locating and reviewing existing and deprecated curriculum documents organized by Subject Area and Specialization.
- **Curriculum Progress**
 - A new Curriculum Progress screen has been added for each class showing the class breakdown of performance on the content to date. The structure uses the trees in Student Analysis rather than the curriculum in part to ensure that noncurricular content such as Competencies; FAA's or Achievement Chart Category progress can also be viewed.
- Assessment Explorer - Folder filter issue with special characters: Addressed issue where non-alphanumeric characters in folder names were encoded in filter selection
- Class Sections - Class Initializing with blank code table: Addressed an issue where Class Initialization was incorrectly registering no code table on import for a new class, it now correctly uses the template's configured code tables
- Evidence Tracker - New Filestore using different folder structure: Addressed issue where older files could not be found in the file system after upgrade to latest version of the file store
- Export Results - Old terms appearing for export: Addressed issue where deprecated export points would still appear on the screen
- General - Infinite loop in UASWeb login redirect: Addressed issue where system will redirect infinitely when windows authentication incorrectly configured
- General – Redefining current track in UASWeb: The functionality of how a current track is loaded has been enhanced to accommodate tracks outside of the current year. Current track will now be based on the first of the following rules that returns data; 1. If the track is active, use tracks that are currently in progress between start and end dates 2. If the track is historical, the current track will be the most recent plus any overlapping (replaces 2 month window) 3. If the track is future, the current track is next plus any overlapping.
- Reports: Student Assessment Summary - Term filter ID in URL not being respected by Student Assessment Summary report: Addressed issue where selected term in Student Analysis was not respected
- Reports: Student Assessment Summary - Overall result not appearing: Addressed issue where overall result would not appear on first report run
- Student Analysis - Unable to remove numeric professional judgment: Addressed issue where numeric professional judgment could not be cleared

- Touch Marks Entry - JSON Serializer exceeded when loading assessments to import: Addressed issue where assessments could not be loaded in or imported from classes with large numbers of assessments
- Touch Marks Entry - TME won't load if an assignment is in a folder with a '%' in the name: Addressed issue where folders with '%' in their name would not successfully load
- Touch Marks Entry - Go To Assessment has items that cannot be accessed: Added scroll bar to 'Go To Assessment' list
- Touch Marks Entry - Migrate Dates do not work in Via environment: Addressed issue where migrate dates checkbox was not being respected in Via environments
- Touch Marks Entry – Loading animation overlaps TME error: Addressed issue where "Class not ready for assessment" error message was covered by "loading" dialogue

StudentsAchieve v.6.6.00 - June, 2017

(Changes that may affect teachers)

Component	Summary	Details
General	Data caching overrides	Data such as gradebook and export configurations were getting into conflicted states when multiple locations attempted to save their copies of the data. We have disabled the updates from most applications, creating a single authority for changes.
Generic Integration	Generic Integration: class/term mapping	An option has been added to generic integration that allows class/term direct mapping.
Gradebook Engine	External Results Enhancement	Options added to results' cross-referencing from other aggregates, allowing these values to be used on the parent portal or hidden from teacher view in Student Analysis.
Gradebook Engine	Lowest Result Calculation	New calculation available: Lowest result. Returns the lowest non-formative result achieved by the student.
Gradebook Engine	Highest Result Calculation	New calculation available: Highest result. Returns the highest non-formative result achieved by the student.
Integration	Integration unenrolls all students	System now maintains student enrollment if all enrollments returned as invalid due to underlying error. Fix does not address the underlying error but at least reduces impact of the error by not resulting in all students being unenrolled
Report Card	New class initialization - report card linking issue	Fixed the issue around report card linking, where multi-grade environment would attempt to link each grade's set of strands rather than a single unique set

SIRS/SchoolLogic integration	Not associating the correct effort legend for life skills	Addressed issue where Life Skills would not use the correct Effort Legend, resulting in hidden data
Student Analysis	Assignment Column headers displaying hidden value	In some configurations where a filter strand was being used, column headers reflected the filter strand rather than the defining parent grouping at the top of the assessments section. The assessments section now shows the parent group as the column header.
Student Analysis	Comment with just white space will corrupt Student Analysis	Student Analysis now prevents saving a corrupting comment.
Student Analysis	Term box appears when the only calculation is a hidden calculation	Term box will recognize when there are no visible calculations and will not display
Student Analysis	Assignment sorting issue	Earlier, Student Analysis was not clearly reflecting the sort of assignments used by the engine when the Due Date is the same. Primarily affects <i>most recent</i> . The issue has been fixed and now it reflects the sorting of engine when equivalent Due Date.
Student Analysis	Comment font size	Student Analysis Comment font size is now reflective of the font size for other parts of the screen.
Student Analysis	Outcome issue under Student Analysis	Upon updating Professional Judgment, the saved Professional Judgment would sometimes update the wrong rows. The updated results are now placed in the correct rows.
UAS - all screens	Class listing issue	Classes are now listed in an alphabetical order.

Troubleshooting our Students Achieve gradebook:

* Please click the links (underlined) to take you to the appropriate section

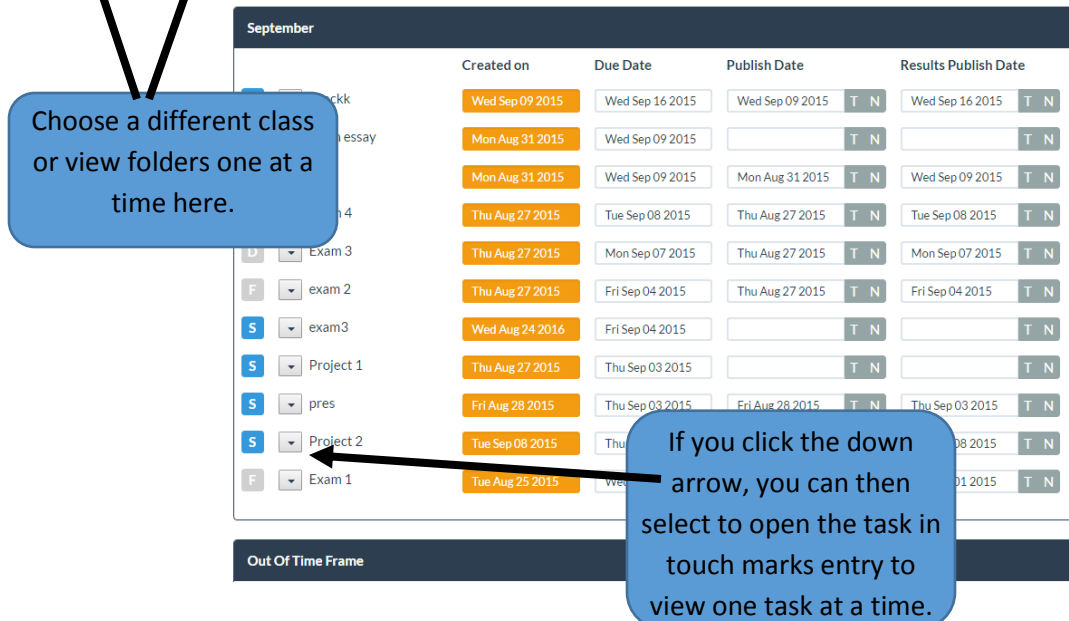
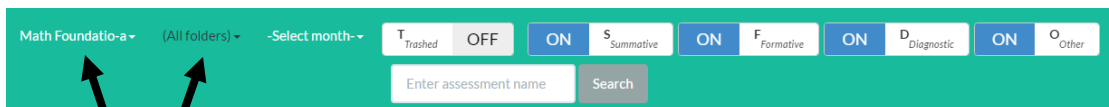
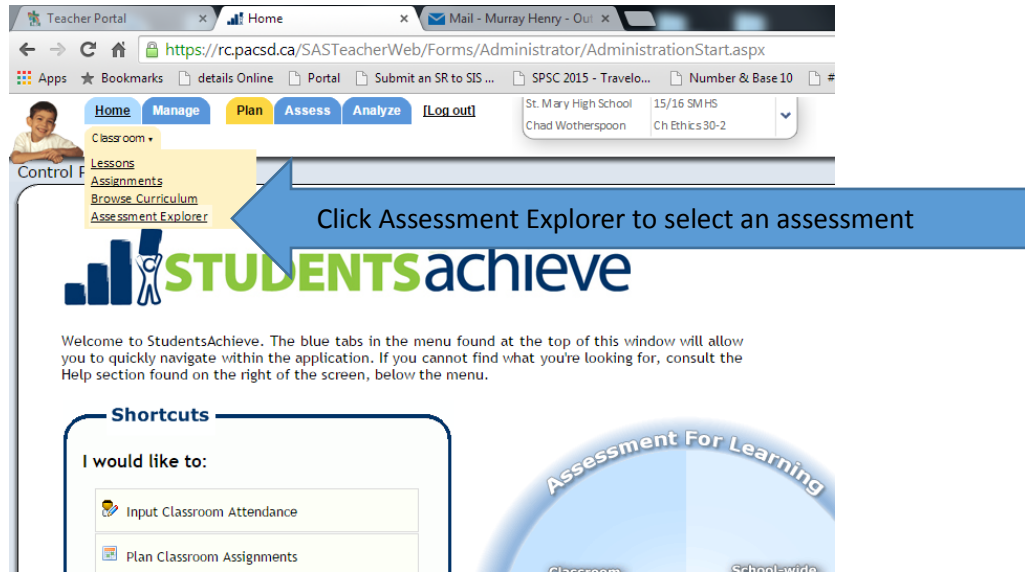
1. Touch Marks Entry (TME) display issues
 - a. For all display issues → use the [Assessment Explorer](#) to view individual assessments one at a time.
 - b. Copied tasks are not showing up → use the [CLO screen for copying tasks or folders](#)

Students Achieve has addressed both of these issues, however I am leaving the work-around for each just in case any future changes cause this to happen again.

2. [Comment section in the student analysis](#)
 - a. There is currently a comment section (with its own save button) on the student analysis screens. **We can now begin using** this feature of the gradebook. This section now stores up to 8000 characters.
 - b. It will not be linked to teacher or division created comment banks.
3. (beta) New Student Assessment Summary report issues
 - a. [No % is displaying on the printed report](#) → This is a quick adjustment to display the appropriate % on the report. It is probably set to look in the wrong term/semester for marks.
 - b. [This report is not printing, or not printing properly](#) → This report only prints properly when you view it as a pdf file. Follow the directions for this section below. The **Beta New Student Assessment Summary Report – now prints letter size**. This was just fixed April 7th, 2016.
4. [Best Practices for using StudentsAchieve Gradebook/Progress Report](#) → This page has some suggestions for using this gradebook, as well as suggestions such as turning off the popup blocker in Google Chrome.

Assessment Explorer

1. If you are having issues viewing some of your tasks that you created and would like to view them in TME, then follow the directions below to use the **Assessment Explorer** or select the **Assessment Explorer** link in the StudentsAchieve shortcut menu.



Comment section in the Student Analysis screen

Can I use the comment section in the student analysis gradebook for my progress reports? → **Yes**

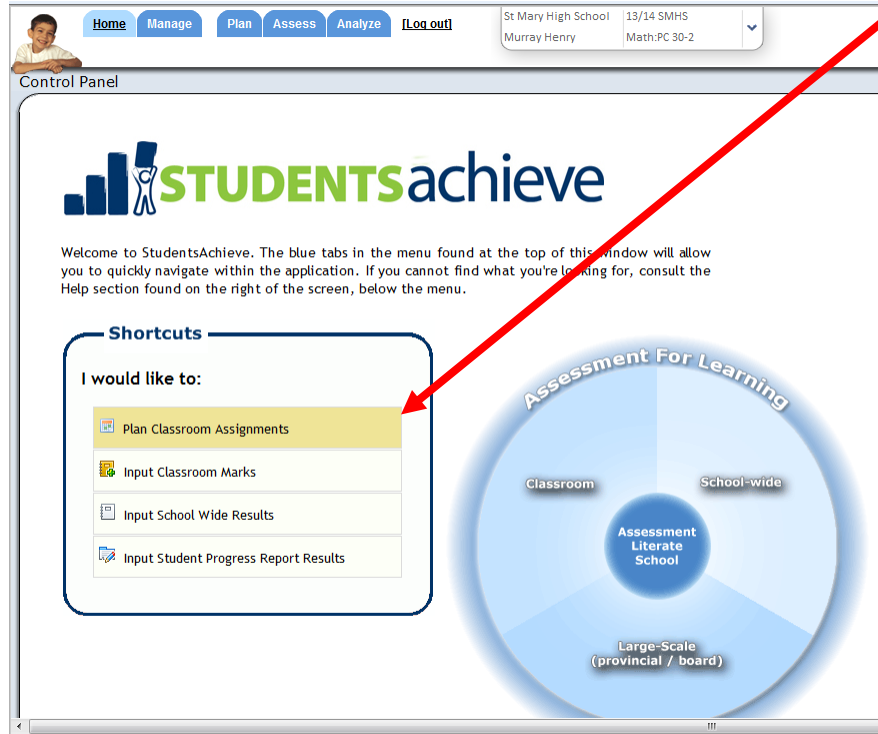
The link between the gradebook comment section (see below) and the progress reports had some issues which are all resolved now. They will not be linking this comment to your comment banks, but you can now do everything in your gradebook and import it into your progress report.

The screenshot shows the 'Student Analysis' interface for 'Mathematics 6-62'. The main section is 'Competency Analysis / T1'. It features a table for 'Competency' with columns for 'COMM', 'UnCon', 'PSS', and 'ProFlu'. Below this is a 'Term' section for 'T1' with a 'Professional Judgment' dropdown and a 'Term Comment' text area. The 'Term Comment' area is circled in purple, and two blue arrows point to it with the following text: 'You can now use this space for your comments.' and 'This now stores up to 8000 characters.'

Please continue to also use the comment, and comment bank to create your comments for your progress reports. If you need help with comments, please refer to the Gradebook Support Document (page 27-32 of 10-12 document; and page 22-26 of the grade 1-9 document) available as a link in the gradebook section of the teacher portal.

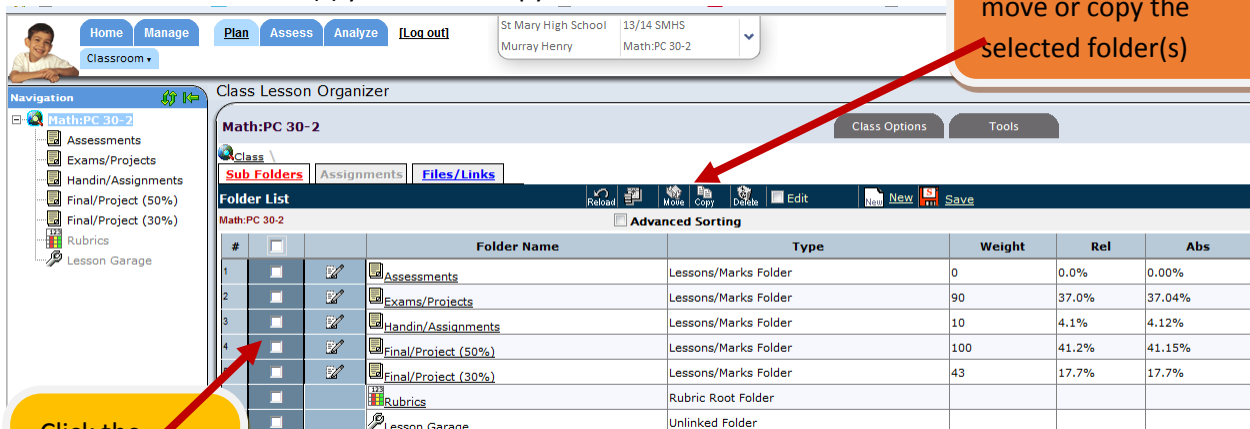
Copying/moving tasks or folders using the CLO screen

- Once you are logged in and you have the correct class selected, go to [Plan classroom assignments](#)



➤ Copying/Moving Folders

- Choose the folder(s) you wish to copy to another class



Click the checkbox(s) for the folders here

Then click here to either move or copy the selected folder(s)

➤ The following dialog box opens up:

Check here if you want all the contents of the folder to be moved/copied. For grades 1-9, you will only have an assessment folder.

Choose a different class to move the folder(s) if needed.

Choose paste and close when finished

➤ Your folders should now be copied/moved into the class you choose

➤ Copying/Moving tasks/assignments

➤ Open the folder that contains the tasks you wish to copy to another class or folder

#	Folder Name	Type	Weight	Rel	Abs
1	Assessments	Lessons/Marks Folder	0	0.0%	0.00%
2	Exams/Projects	Lessons/Marks Folder	90	37.0%	37.04%
3	Handin/Assignments	Lessons/Marks Folder	10	4.1%	4.12%
4	Final/Project (50%)	Lessons/Marks Folder	100	41.2%	41.15%
5	Final/Project (30%)	Lessons/Marks Folder	43	17.7%	17.7%
6	Rubrics	Rubric Root Folder			
7	Lesson Garage	Unlinked Folder			

The screenshot shows the 'Class Lesson Organizer' interface for 'Math:PC 30-2'. A table lists assignments with columns for #, On, Assignment Name, Task Type, Type, Due Date, Publish Date, Publish Results Date, and various status flags. Two callouts are present: a yellow one pointing to the 'Move' and 'Copy' icons in the toolbar, and an orange one pointing to the checkboxes in the first column of the table.

Select move or copy when finished

Choose your tasks you wish to move/copy here

#	On	Assignment Name	Task Type	Type	Due Date	Publish Date	Publish Results Date	COMM	UnCon	ProFI	PSS	CONF
1	<input checked="" type="checkbox"/>	practise 1	Assn	S	Thu, Feb-6-14	9/5/2013 10:00	2/6/2014 8:00					
2	<input checked="" type="checkbox"/>	practise 2	Proj	S	Wed, Feb-12-14	9/5/2013 10:00	2/12/2014 8:00					

➤ Now you can see your whole grade book and can decide where you want to place the tasks

The screenshot shows the 'Copy Assignments' dialog box. It includes a 'Destination Class Section' dropdown menu set to 'Math:PC 30-2', a 'Copied Items' list with 'practise 1' and 'practise 2' checked, and a 'Destination Folder' tree view showing a folder structure for 'Math:PC 30-2'. Callouts provide instructions on selecting a class section, a folder, and the 'Paste and Close' button.

Choose a different class to move the task(s) if needed.

Choose a folder for the task to be moved or copied to. Grade 1-9 teachers will only have an assessments folder here.

Choose paste and close when finished

➤ Your tasks should now be copied/moved into the class/folder you choose

No % displayed on the (beta) New student Assessment Summary report

If you are not seeing % on your reports for grades 10-12 students, check to make sure that it is set to the appropriate reporting period. After you change this to the appropriate reporting period, then select view and your % will show up as the overall result.

Teacher Portal | Mail - Murray Perry - Out | Class Sections | Student Analysis

https://rc.pacsd.ca/UASWeb/en/API/StudentResults/ViewStudentAssessmentSummary

Filter: [dropdown menu] Assessments to include: [All] Group by folders: [checkbox] View

(beta) New Student Assessment Summary T1

Date of printing: Friday, October 16, 2015

Student: **Sian Allard**

Achievement	USSC	USSPC	Confidence	Organization	Collaboration	Responsibility	Completion Code / Assessment Flag
Achievement	Competency	Factors Affecting Achievement					
Dennis Ogradnick, Law 30-3							Overall Result: 81.7
Public Law Poster		Weight: 1 Abs%: 5% Sep 4, 2015					

Printing the (beta) New Student Assessment Summary reports

Student Analysis Results Analysis

Math Foundatio-a- Test, Student 4 (314577)- Achievement Analysis / RP- Reports

Hide unassessed objectives

Achievement Analysis

Task Type

	Assessments	Exams	Projects	Presentation	Classwork
Average	89	60	94.7		
Professional Judgment					
Task Type Result	89	60	94.7		

Term Achieve... RP

	RP
Average	80.6
Professional Judgment	
Achievement	80.6
Term Comment	

Term Comment

Choose these reports

Scroll to the bottom for this

Choose the term you want the data for, then choose view.

Group by folders is not currently working yet

Lastly, click [Save as pdf](#) to get a printer-friendly version of the report: See below

(beta) New Student Assessment Summary RP

Date of printing: September-28-15

Student: **Student 4 Test**

	Achievement	Communication	Understands Concepts	Procedural Fluency	Problem Solving Skills	Confidence	Organization	Collaboration	Responsibility	Completion Code / Assessment Flag
	Achievement	Competency			Factors Affecting Achievement					
1 Test, Math Foundatio-a Overall Result: 80.6										
Not_Achievement Weight: 1										
	58/100	58/100								
Exam 1 Weight: 1 Abs: 6.9 Sep 1, 2015										
	75/100	3.3	3	2.5						
Project 1 Weight: 1 Abs: 11.1 Sep 3, 2015										
	90/100	3.5								
pres Weight: 1 Abs: 22.2 Sep 3, 2015										
	71/75	3	3							
Project 2 Weight: 1 Sep 3, 2015										
		NYM	NYM		3	3.5	3.5	4		

Printed report for students/parents

This is the pdf version of the report. It prints each students' results on a separate page.

(beta) New Student Assessment Summary RP2

Date of printing: Wednesday, November 18, 2015

Student: **Student 3 Test**

The students' overall result will be empty for grades 1-9

	Communication	Understands Concepts	Procedural Fluency	Problem Solving Skills	Confidence	Organization	Collaboration	Responsibility	Completion Code / Assessment Flag
1 Test, #901 Math-91									
exam 1	Wednesday, September 02, 2015								
	20/20								
exam 2	Thursday, September 03, 2015								
		2	2						
exam3	Friday, September 04, 2015								
	2	4							
Presentation	Monday, September 07, 2015								
	45/50	45/50	45/50	45/50	3	3.5	3	4	
Overall Result:									

- If you chose the **Beta New Student Assessment Summary Report**, you will be able to just choose print, select your printer and other options, and then click print. There are no longer printing issues with the report that is not letter size.

Best Practices for using StudentsAchieve Gradebook/Progress Report

Home

1. Keep on top of your Gradebook adding tasks daily or weekly.




- a. This will make you more familiar with the software.
- b. Progress report time will be less of an event if tasks are entered.

2. Recommended Internet Browser

- a. Google Chrome is the #1 choice of browser.
- b. Internet Explorer version 11 works well too.

When you seem to be having difficulty with one of these browsers, switching to the other browser seems to help in many cases.

3. Pop Up Blockers

- a. Make sure any pop up blockers are not turned on when using the Gradebook/Progress Report. If a screen does not open, it is very likely it is because a pop up blocker is stopping the window from opening. Usually there will be a yellow line that will appear just below the tool bar at the top of the page. Click into the yellow and when prompted select "always allow pop ups from this site."
- b. You may have more than one pop up blocker on your computer. For example, if you have downloaded Google Chrome, it has its own pop up blocker; **When Chrome blocks a pop-up, a  icon appears in the address bar. You can click  to allow the pop-up to appear. To customize pop-up settings for specific websites, go to  > Settings. In the "Privacy" section, click Content Settings to adjust pop-ups settings.**

4. Having difficulties

- a. Refer to the training document(s) provided in the Teacher Portal directly below the Gradebook/Progress Report login link.
- b. E-mail: progressreport@pacsd.ca

5. Logging Out of Gradebook/Progress Report

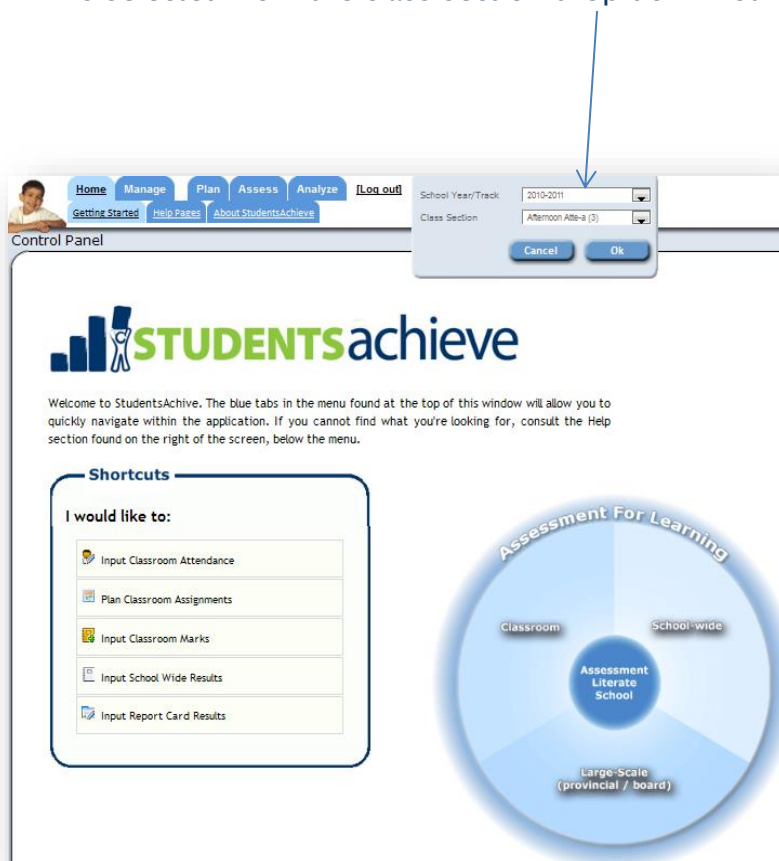
- a. Be sure to Log Out of the Gradebook/Progress Report. Similar to other web applications, when you close by clicking on the X, you are closing the browser; however you are not really ending your session in the Gradebook/Progress Report. **Always Log Out.**

How to Report Data in School Wide

Input School Wide Results


1. Accessing Gradebook through Teacher Portal

- Login into the Gradebook through the Teacher Portal link on the school division website. Use the same username and password as usual. Choose the appropriate English Language Arts class and ensure that the most current Track or school year is selected from the class section drop down list. Select Input School Wide Results.



2. Select Combined DRA HIP

Choose an Assessment




The diagram is a circular graphic with 'Assessment For Learning' written around the top edge. Inside the circle, there are three segments: 'Classroom' on the left, 'School-wide' on the right, and 'Large-Scale (provincial / board)' at the bottom. In the center of the circle is a smaller circle containing the text 'Assessment Literate School'.

[Combined DRA HIP Chart](#)
[GB+ Chart](#)
[Math Chart](#)
[Mathématiques Chart](#)

3. Choose initial in October and final in June. Then click on your class.

Choose a Class Section << Back Menu



The diagram is identical to the one in the previous screenshot, showing 'Assessment For Learning' with segments for 'Classroom', 'School-wide', and 'Large-Scale (provincial / board)', and a central 'Assessment Literate School' circle.

[English Langua-11, Jeri-Lynn Cook](#)
[English Langua-12, Laurie Regnier](#)
[English Langua-15, Gail Johnson](#)
[English Langua-21, Kerri Kozun](#)
[English Langua-22, Megan Wotherspoon](#)
[English Langua-25, Gail Johnson](#)
[English Langua-31, Chelsea Cournoyer](#)
[English Langua-32, Ashley Farnham](#)
[English Langua-35, Gail Johnson](#)
[English Langua-41, Kristine Dahl](#)
[English Langua-42, Jennifer Sosnowski](#)
[English Langua-45, Gail Johnson](#)
[English Langua-51, Chella Flaminio](#)
[English Langua-52, Jennifer Sosnowski](#)
[English Langua-55, Gail Johnson](#)
[English Langua-61, Dion Furber](#)
[English Langua-62, Chris Fettig](#)
[English Langua-65, Gail Johnson](#)

4. Click the calendar to enter the Assessment date you are entering your data. Click on the reading tool you are using, DRA2 or HIP.

Combined DRA HIP - Initial Assessment English Language-11 Jerilyn Cook

Show Extended Attributes

 Is Complete

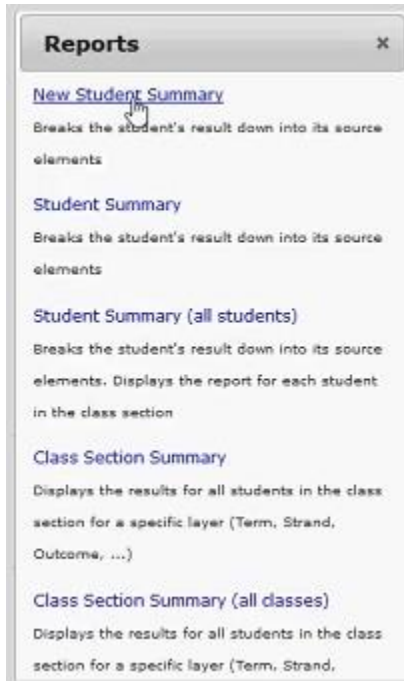
Last Name	First Name	Combined DRA HIP GB+	Reading Tool	Reading Passage Level	Oral Reading Fluency	Comprehension
mezquita	Bradley	<<	<<	<<	<<	<<
and	Lillian					
d-Clarke	Nevaeh					
rnouf	Christopher					
aboyer	Darius					
arles	Xander					
eaver	George					

Then, enter in the number of the reading level your student's have scored in the Reading Passage Level. When inputting results for the HIP assessment use whole numbers (no decimals) i.e. "40" as opposed to "4" or "4.0". When you do this a level according to our chart will appear. Oral Reading Fluency can be designated as Independent, Instructional, or Frustration. Comprehension can be scored as instructional, as every teacher tries to find the instructional level in comprehension.

New Student Summary Report in v.6.6.20 Dec 11, 2017

Overview

Beginning in Students Achieve v.6.6.20, you'll find a report literally titled *New Student Summary*.



We intend the new report to be a **single-student, single-class** overview, providing a full understanding of a student's performance. In many respects, it's a printable version of *Student Analysis*. A number of clients are viewing it as a viable interim report, something to give to parents and students as a general overview of where the student is in the class. It is one of two reports that are part of the default report package. Due to its width, it often overflows onto additional pages; particularly later in a term when the list of assessments is longer.

Our update of the original Student Summary Report (which remains) allows teachers to:

- select multiple aggregates;
- select Final Grades only, within layers;
- hide unassessed objectives;
- print a more consistent final product.

Next Steps

Student Summary

Options

Class Name
S1T2

Student Name

Include All Students? Yes No Show Colors? Yes No

Only Final Results? Yes No Unassessed objectives Show Hide

Aggregates

- Outcome Analysis
- Characteristics of Successful Learners Analysis
- Overall Result Analysis
- Assessments
- Outcome

Result Summary for your student's name, number Teacher Name, Class Name, Term info

Overall Result Analysis

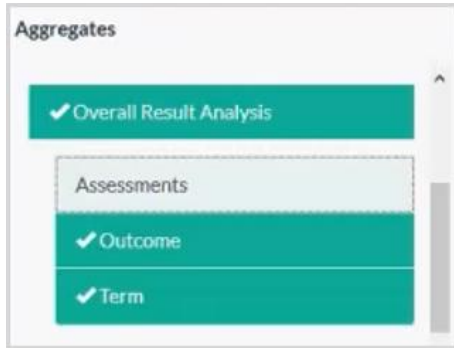
Term	Assessments	EE1a	EE1b	EE1c	EE1d	EE2a	EE2b	EE2c
	Test	NHI-NO	3+					
	5 Volt Phone Charger Project							
	Booth 2-5	3						
	USB CONNECTOR wired	4+						
	battery diode exam	1-						
	Batteries and diodes Test	1+						
	Drywall assessment	2-						
	AA2	2+						
	test333333							
	test	3+	2+	2	2+			

When you open the Report: Class, Student, Aggregate (along with all its layers) and Term will default to the choices you made in Student Analysis.

In the Options pad on the left side of the above display, at the top, choose the Class, Term and Student to print. Moving down, **Click Yes or No** to choose whether to include:

- all students, or only the one on your screen;
- colors, or go black-and-white;
- only Final Results when printing Classes which have a Mark defined as Final;
- unassessed objectives, which can take a lot more space than including only your already-graded assessments.

Below that, pick which aggregate(s) to print. Below the Aggregates, you see the layers associated with each Aggregate. When you choose an Aggregate, the default choice is to print each of its layers. Throughout this portion of Options, every bar is a toggle switch: Click the bar to either turn a choice on or off. In the example below, we've clicked *Assessments*, which deselected that layer from printing.



In this shot, you see at left we've chosen both layers of the Aggregate *Characteristics of Successful Learners Analysis* (*Ours is called Factors Affecting Achievement*). Below, you see the Report has included both; *Assessments* and *CSL* (*will be FAA's*).

<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		Characteristics of Successful Learners Analysis				
Only Final Results?		Unassessed objectives		Assessments	CONF	CITIZ	RESP	WorkH
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Show <input type="checkbox"/> Hide						
Aggregates								
<input checked="" type="checkbox"/> Characteristics of Successful Learners Analysis								
<input checked="" type="checkbox"/> Assessments								
<input checked="" type="checkbox"/> CSL								
				test		Sometimes		
				Test22	Sometimes	Consistently	Sometimes	
				Test33	Rarely	Usually		
				CSL				
				Most Consistent	Sometimes	Usually	Sometimes	
				Professional Judgement				
				Reported CSL	Sometimes	Usually	Sometimes	

Show Comments

If your Class is set up with a Term Comment, as this one is:

Category	K	T	C	A	AFL	K	T	C	A	AFL
Average (Mean)										
+ Most Consistent (Mode)										
- Professional Judgement	66									
Category Result	66									

Course Work	Term Work	Culminating Tasks
Average	66	
Strand Analysis Summary		
Professional Judgement		77
Overall Result	66	77

Term	4
Average	69
Professional Judgement	
Overall Result	69

Term Comment

Test Comment

Save Revert

Then you'll have the choice to include that Comment in your Report:

Include All Students? Yes No

Show Colors? Yes No

Only Final Results? Yes No

Unassessed objectives Show Hide

Show Comments? Yes No

Aggregates

Output → At the bottom, left of the Options pad, (not shown in the first screen shot under *Next Step above*), you can choose:

- *Legal vs. Letter*
- *Portrait vs. Landscape*
- *Print*, which pops-up a conventional print dialog box, giving you the option to print to paper, save to .pdf or something else you may have loaded.

Shared Class Sections Guidelines

1. The administrator will decide who the **responsible teacher** is for the professional judgment of the students in the shared class sections.
2. At the beginning of the term, the teachers involved in sharing a class section must meet to discuss what the assessment plan will be for the year. Each teacher is responsible to report on some/all competencies and outcomes throughout the term/year even though there is one teacher that will be assigned the role of completing the professional judgment. Please follow this list of suggestions to help alleviate some misunderstandings for the teachers involved in a shared class section:
 - a. When you are creating a new assessment, you must put your name or initials at the beginning of your assessment name to identify which tasks you are creating.
 - b. Do not use formative assessments only, the responsible teacher will need summative assessments to help with their professional judgment.
 - c. Only create an assessment in the gradebook when you are going to enter the student results at the same time.
 - d. The teacher not responsible for reporting should finish their professional judgment (if they want to report on any of the **competencies** or make **comments** in the progress reports) in their shared class sections at least one full week before the data needs to be submitted to the office. This will allow time for the responsible teacher to determine their professional judgment for each student with proper information.
 - e. All shared teachers have access to the comment section. If more than one teacher is creating a comment here, make sure you include your name after your portion.
 - f. When the progress report is checked out by any of the shared teachers, it should be checked back immediately after they are finished working on their portion. Some shared teachers forget to check the class back in and then it becomes inaccessible to the other shared teacher(s).
3. If at any time you do not understand your responsibility with your shared class, please contact your administrator for the proper direction to take.

Beginning of the Year Gradebook Checklist:

When beginning a new school year, it is important to go through a series of events to ensure that everything is working the way you would expect. There may be some errors that could be corrected early or changes to how you do things to properly report progress to students and parents. Please go through each step below checking off each item. When finished, please return to your administrator by the end of September.

- Login to Students Achieve to make sure your password works (Remember this is the same username and password as your teacher desktop username and password)
- Locate and open the gradebook support document for your grade level. There are two places that will indicate if anything will be different for teachers from year to year.
 - Read through **Recent gradebook updates & changes**
 - Read through **Troubleshooting known gradebook issues**
- Verify your classes for this term/semester. To do this, login to Students Achieve and open Touch Marks Entry. Cycle through each class to make sure all classes are initialized (open properly).
 - All classes opened properly
 - Class(es) did not open properly. I have sent a detailed email (listing each class that has an issue) to progressreport@pacsd.ca to make sure this gets addressed quickly.
- Verify your shared class sections
 - I do not have shared class sections.
 - I do have shared class sections.
 - ✧ I have talked to my administrator to identify who is the responsible teacher for reporting in the progress report for the shared class section(s).
 - ✧ I have read through the **shared class section** of the gradebook support document to help understand my responsibilities for shared class sections.

Teacher (please print)

Date