

Elementary Schools - Teachers' Gradebook Setup

Please use the following steps to setup gradebooks for ELA, Math, Science and Social Studies at the beginning of the school year.

In MIStar-Q:

1. Click on Menu, then Marks then Gradebook
2. Click Find to select a class (Ex. 2nd Grade ELA)
3. Choose Setup
4. Click Preferences and choose the following options. Teachers may Check or Uncheck these preferences as desired.
5. Click Submit to save the changes.

Setup Areas Reset Submit Updates Pending

Preferences

- Options
- Categories
- Grading Scale
- Scoring Options
- Groups
- Assignments
- Copy Setup
- Configuration

Teacher Preferences

- Calculate grades using tasks due on or before current date.
- Display point totals with calculated grades.
- Display only currently active students in rosters.
- Include students enrolled as Teacher Assistants (TA) in rosters.
- Edit assignment scores on Spreadsheet Tab.
- Default assignment comments to 'Shared' (Student Profile and ParentConnect).
- Sort assignments descending by due date.
- Re-calculate Standard Marks (if they already exist), when you enter or change Points for an Assignment.

Current Term When launching Gradebook, default selected term to this value.

by Task When launching Gradebook, open this tab.

Select Tabs you want to Hide

- Roster
- Spreadsheet
- by Student
- by Task
- Standards by Student

6. Starting with this step, please review that each class (4 classes - ELA, Math, Science and Social Studies) has the following 3 Setup areas completed prior to entering assignments in the gradebook. The 3 Setup areas are (**Options, Categories and Grading Scale**). You can choose to setup the classes individually or apply the settings to other classes as they show at the right of the screen:

a. Options: Please click on Apply Defaults (top right hand side) to accept the default values setup for Elementary schools; Please review the following 2 comments below before you Submit to save your changes.

The screenshot displays the 'Setup Areas' configuration page. At the top, there are tabs for 'Roster', 'Spreadsheet', 'by Student', 'by Task', 'Calc/Post', and 'Setup'. Below the tabs, there are buttons for 'Reset', 'Submit', 'Updates Pending', and 'Apply Defaults'. The left sidebar lists various setup areas: 'Preferences', 'Options', 'Categories', 'Grading Scale', 'Scoring Options', 'Groups', 'Assignments', 'Copy Setup', and 'Configuration'. The main content area is divided into several sections:

- Assignment Results Displayed and Entered As:** Radio buttons for 'Numeric Score Values' (selected) and 'Grade Values'.
- Calculate Student Grades Using:** Radio buttons for 'Point Calculation Method' (selected) and 'Percentage Calculation Method'. Below this is a 'Default Mark Type' dropdown menu currently set to 'Academic'.
- Missing Assignment Scores:** Radio buttons for 'Count As Zero In Grade Calculations' and 'Are Not Counted In Grade Calculations' (selected).
- Assignment Publishing (Profile, ParentConnection):** Radio buttons for 'Do Not Share Assignment Information' (selected) and 'Share Assignment Information With Those Permitted Access'. Below this are two more radio button pairs for displaying calculated gradebook marks and percentages, and a 'Calculated Marking Term To Display' dropdown set to 'Current Term'.
- At the bottom, radio buttons for 'Do Not Display Assignment Class Average' (selected) and 'Display Assignment Class Averages'.

Callout boxes provide additional instructions:

- An arrow points from the 'Apply Defaults' button to a box containing the text: "Please choose 'Academic'".
- An arrow points from the 'Default Mark Type' dropdown to a box containing the text: "If Teachers Check 'Do Not Share Assignment Information', then assignments and gradebook will not show in MISTAR ParentPortal".

- b. Categories: Please click on Apply Defaults (top right hand side) to accept the default values setup for Elementary schools. This is the screen that shows after you Submit.

Setup Areas

Options

Categories Required

Seq	Description	Mark Type	Weight
1	Assignments/Assess	Academic	1.00

Use Extra Credit Category

- c. Grading Scale: Please click on Apply Defaults (top right hand side) to accept the default values setup for Elementary schools. This is the screen that shows after you Submit.

Setup Areas Level: School:

Options

Categories Required

Grading Scale

Scale Name	Mark Set	Default
Academic-Number Marks Elem. K-5	Number Marks Elem. K-5	✓

Mark	Min Pct	Max Pct
1	95.0	100.0
2	80.0	94.9
3	70.0	79.9
4	0.0	69.9

7. To review that all 4 Classes are setup for Gradebook, click on Configuration and you should see the following green checks next to the ELA, Math, Science and Social Studies Classes.

Roster

Setup Areas

Preferences

Options

Categories

Grading Scale

Scoring Options

Groups

Assignments

Copy Setup

Configuration

✓ All required elements are configured. Click Configure if you would like to configure each area.

Teacher Preferences					
Options	Categories	Grading Scale	Scoring Options	Groups	
✓	✓	✓	✗	✗	
✓	✓	✓	✗	✗	
✓	✓	✓	✗	✗	
✓	✓	✓	✗	✗	