

**For a better understanding of the concepts included in this card or a more detailed explanation of steps in this card, you should first review its corresponding tutorial.*

Determine Best Practice

There are a few questions to keep in mind when determining best practice for your grading template. Once you've reviewed the questions, look at Figure 2 and consider how each of the questions build upon one another to determine best practice.

- Which types of learning activities are included in each system category?

Define Grade Report Template - Microsoft Internet Explorer

PLATO Course Algebra

Grading Template

Enter percentages to indicate the weight for each category.

Category	# of	Edit %
Pretest	78	0 %
Posttest	4	0 %
End of Semester Test	1	0 %
Mastery Tests/Quizzes	74	0 %
Offline Activities		%
Readiness Tests		%
Exempt or Mastered Modules		%
Other		%

Additional Achievements

Attendance/Participation	0 %
Writing	0 %
Other	0 %

Compute by % of completed.

NEXT ▶ CANCEL

Callout Boxes:

- Unit pretests, tutorials, module activities, application module activities, practice module activities, drill module activities, (anything scored but not contributing to a mastery test)** (points to Pretest)
- Unit post-tests, review module activities, problem solving activities** (points to Posttest)
- Mastery tests/quizzes** (points to End of Semester Test)
- Module offline activities, challenge module activities, learning path offline activities, (anything downloaded = all manual scores)** (points to Offline Activities)
- Exempt, mastered or completed modules** (points to Exempt or Mastered Modules)
- End-of-semester tests** (points to End of Semester Test)
- Readiness tests** (points to Readiness Tests)
- Vocabulary builder** (points to Other)

- What are the “# of” activities included in each category? Generally, weighting a category with more activities is a good idea.
- Are the activities included in the category ones that you would want to grade a learner upon? Remember the weighting of a category includes *all* of the included activities- specific activities cannot be excluded.
- The score for exempted or mastered modules is calculated as a ratio. The total possible is the denominator with the number exempted, mastered, or completed as the numerator.

Define Grade Report Template - Microsoft Internet Explorer
 PLATO Course Algebra 1, Semester A v2.0_4

Select a Template Option.

Grading Template
 Enter percentages to indicate the weight for each category.

System Categories	# of	Edit %
Pretest	78	<input type="text" value="0"/>
Posttest	4	<input type="text" value="0"/>
End of Semester Test	1	<input type="text" value="0"/>
Mastery Tests/Quizzes	74	<input type="text" value="0"/>
Offline Activities	15	<input type="text" value="0"/>
Readiness Tests		<input type="text" value="0"/> %
Exempt or Mastered Modules	89	<input type="text" value="0"/> %
Other		<input type="text" value="0"/> %

Additional Achievements		
Attendance/Participation		<input type="text" value="0"/> %
Writing		<input type="text" value="0"/> %
Other		<input type="text" value="0"/> %
		0 %

Compute by % of completed.

Annotations:

- Pretest:** This category includes a large number of activities, BUT the included activities are generally meant for determining later coursework...not for determining a grade.
- End of Semester Test:** The category may only have a few activities, but be significant enough to weight heavily toward the final grade.
- End of Semester Test (Weight):** The selected assignment did not include any activities so this category should be excluded from your weighting.
- Attendance/Participation:** Check this box if you want to count *only* the activities per category that were completed by each learner.
- Attendance/Participation (Weight):** If you include additional achievement in the final score, the next step will be to manually input a percentage score for each learner. This data is *not* stored for later use.

Figure 2

Note: Each user can save only ONE template. This template applies to all assignments. For teachers who are teaching multiple subjects (e.g. Biology, Physical Science), the weights within the saved template may not apply across subjects. You should keep a record of weighting categories per subject. The sum of the weighted score column is the final cumulative grade

Define the Template (for an assignment)

These steps are an overview for both the administrator and teacher, as they are similar.

1. Click the **Reports** menu.
2. Click **Grade Reports**.
3. Refine your search by selecting criteria from the droplist and then click **Go**.
4. Click the **New** tab.

or

Use an existing *Optional* or *Required* template and then click **Submit**. The process is complete.

5. If you clicked *New* in the previous step, now determine the weight you will apply to each category and then click **Next**.
6. If you included *Additional Achievement* in the previous step, now set a percentage score for each student and click **Next**.
7. Select a *grading method* of **Grading Scale** (Expanded or Basic) or **Pass/Fail** and then click **Next**.
8. Click **Submit**.

Review the Grade Reports

There are two reports associated with Grade Reporting: The *Summary Grade Report* and the *Detailed Grade Report*. They are visible immediately after submitting the grade report template.

- The Summary provides a list of Learners within an assignment and their final grade.

Grading Template Scorable Categories	Weight	# of Scorable Activities
Pretest	0%	6
Posttest	20%	12
End of Semester Test	0%	1
Mastery Tests/Quizzes	0%	2
Offline Activities	20%	12
Readiness Tests	0%	0
Other	10%	2
Exempt or Mastered Modules	50%	29
Additional Achievement Scores		
Attendance/Participation	0%	0
Writing	0%	0
Other	0%	0
Total	100%	64

Cumulative Grade/Scores (based on all activities)		
Student Name	Grade	Score
Doe, John	B	87%
Smith, Jane	F	32%
Sheen, Charlie	C	78%
Estevez, Emilio	D	69%
Cain, Dean	C	75%
Field, Sally	A	90%
Joli, Angelina	B	83%

- When you click a specific learner's name in the summary report, this report will appear. It provides a learner's grade by the scored System Categories defined for the given grade report.

Detailed Grade Report						
Assignment: PLATO Course Algebra 1, Semester A_1		Johnson, Bradley		81% B -		
1 of ##		100%		Select a format		Export
		REFRESH		PRINT		
Grade calculated based on all scoreable activities						
Scoreable Categories	Score	Activities	Activities Completed	Weight	Weighted Score	Grade
Pretest	100%	3	3	25%	25.0%	A
Pretest Unit 1	100%					
Pretest Unit 2	100%					
Pretest Unit 3	100%					
Posttest	50%	2	1	25%	12.5%	F
Posttest Unit 1	100%					
Posttest Unit 2	0%					
End of Course/Semester Test	0%	1	1	0%	0%	N/A
End of Semester Test Algebra 1A						
Mastery Tests/Quizzes	100%	1	1	25%	25%	A
Fractions: Quiz						
Offline Activities	75%	2	2	25%	18.5%	C
Fraction Extension Activity	100%					
Fraction Concept: Extension Activity	50%					
Readiness Tests	0%	0	0	0%	0%	N/A
Benchmark Readiness Test						
Exempt or Mastered Modules	0%	0	0	0%	0%	N/A
Other	0%	0	0	0%	0%	N/A
Additional Achievement Scores						
Attendance/Participation	0%	0	0	0%	0%	N/A
Writing	0%	0	0	0%	0%	N/A
Other	0%	0	0	0%	0%	N/A
Total		9	8	100%	81%	B-
Scores X weight = Weighted Score					Cumulative Grade/Score	
Cumulative Weighted Score = Overall Grade						