StandardsScore™ Quick Guide

Login

1. Log in with username and password to http://login.clihome.com. <u>Passwords are case sensitive.</u>

Class Setup

1. From the **Class** drop down list, select **Add a New Class…,** *or* select the name of a class that was imported from a student information system.
2. Complete all information. (**Class Alias** and **Team Teacher** are optional.)
3. Click the **Save Setup** button.
4. Repeat steps 2 - 4 to add more classes.

Grade Calculation

1. Click the **Grade Calculation** tab.
2. Click the **Edit** button.
3. From the **Term Calculation Method** drop-down list, select **Grade Period Weights** or **Cumulative Points – Term Only,** *or* **Cumulative Points – Grade Period and Term**.
   (If using cumulative points, skip to step 6).
4. Click the **Distribute Weights Evenly** button.
5. Change Weight (%) values, keeping the total of 100% for all terms. (optional)
6. Click the **Save Grade Calculation** button.

Categories

1. Click the **Categories** tab.
2. Click the **Add New Category** button.
3. Type the name of the **Category**.
4. Enter the weight (up to 2 decimals) of the category for each grading period.
5. Click the **Save Categories** button.
6. Repeat steps 2- 5 to add more categories. *The total of Category weight for each grading period must be 100%.*

> **Note:** Red Labels on Class Setup tabs indicate incorrect setup. Click a red-labeled tab to correct information.

Put Students in Class

(Synchronized Schools will skip this step)

1. From the **Class Info** menu, select **Class Students**. Click the **Add Students** tab.
2. Select a **Grade Level** to limit the search, or click the **Search** button to see list of all students in school.
3. From the list of students, click the student(s) to be added.
4. Click to select classes to which the student(s) will be added.
5. Click the **Add Students** button to save the information.

Create an Assignment

1. From the **Assignment** menu, select **Information**.
2. Type a **Name** for the assignment.
3. Select a **Category** or **Label**.
4. Select **Grade Method**. If **Percent**, enter the **Max Points** possible for the assignment.
5. To assign weight, enter a number in the **Multiplier** text box. (optional)
6. Select or de-select the **Midterm** check box. (optional) This can be used to select assignments for some reports.
7. Enter the **Assigned Date** (optional) and **Due Date** (required). In the GradeBook, assignments are sorted by **Due Date**.
8. Click the **Save Assignment** button.

Steps 9 and 10 are optional.

9. Click the **Assign Students** tab to give the assignment to select students. (optional) Click the **Assign Students** button to save. By default the assignment is given to all students.

10. Click the **Available Standards** tab to attach standards to the assignment. (optional) Click the **Add Standards** button to save. Click the **Selected Standards** tab and weight the standards for the assignment. Click the **Save Standard Weights** button to save.

Record Grades – Performance View

1. From the **GradeBook** menu, select **Standard**.
2. From the **Period** drop-down list, select the appropriate grading period.
3. From the **Class** drop-down list, select the class to which scores will be entered.
4. If necessary, click **Assignment** to change from **Student** view to **Assignment** view.
5. From the **Assignment** drop-down list, select an assignment.
6. Click **Collapse All Standards** to hide the selected standards. (optional)
7. Enter the scores (rubric or points) in the **Score** column. Press Enter, Tab, or arrow key to move from student to student.
8. Enter a **Defined Comment** (optional). **Note:** A **Missing** assignment has a grade of zero by default. No score may be entered until the missing comment is cleared. Modifications can be made by the School User to this Missing assignment defined comment; **Excused** will remove the assignment from the student.
9. The **Unique Comments** text box allows free-form comments. These comments will be seen by parents when they access the GradeBook.

> **Note:** Click the **Save** button regularly as grades are recorded.

Logout

1. Click **Logout** in the StandardsScore menu bar.