

## JMC Computer Services

### Instancing Benchmarks for Elementary Report Cards

- Review the report card forms:
  - Which graded items are Benchmarks?
  - Which graded items are Course Grades?

In the example to the right the **Reading** item is a course grade that will be graded by teachers putting assignments in. All of the other items are benchmarks that need to be *Instanced*.

	Quarter	1	2	3	4
<b>READING</b>					
Reads fluently with expression					
Understands what is read					
Uses word recognition strategies					
<b>LITERACY DEVELOPMENT</b>					
Writes complete sentences					
Ideas are clear and interesting					
Shows effort					
Uses correct grammar					

- What is an *Instance*? An *Instance* is how a benchmark is tied to a teacher's gradebook.
- What are the different types of *Instances*?
  - A Grade Level Instance is a benchmark that is tied to a grade level teacher.
  - How does JMC know which teacher teaches which grade level? The teachers are tied to the grade level students by being their Advisor on the Edit: Student Data screen.
  - When is a grade level *Instance* used? Grade level instances are typically used for lower grade levels (Kg, 1<sup>st</sup>) who have no course created in JMC for them. Additionally, any benchmarks that are not tied to a course, in any grade level, such as work habits and social skills, would have a grade level instance. Example: The 6<sup>th</sup> grade teacher assesses students on their work habits. He/she is their advisor but there is no "work habits" course so we tie those benchmarks to that teacher with a grade level instance.
  - A Course instance is a benchmark that is tied to a specific course.
  - When is a course *Instance* used? A course instance is used in three ways:
    - All specialist benchmarks (Art, Music, Physical Education) typically are course instanced because a teacher other than the grade level teacher will grade a student for those benchmarks.
    - All benchmarks for which teachers want to put assignments in and calculate benchmark results must be course *Instanced*.
    - All benchmarks not taught by the student's advisor.
- How do I know which instance to use? Here are some general guidelines:
  - Any benchmarks that are not tied to a specific course in JMC, such as Work Habits, Social Skills, Promoted To, etc, should have a grade level instance.
  - Any benchmarks that can be *Instanced* to a course should be instanced to that course, i.e 3<sup>rd</sup> grade math benchmarks should be *instanced* to the 3<sup>rd</sup> grade Math course.

5. How do I do the instancing? Go to Standards and Benchmarks: Definitions: Edit Benchmark Instances. (Note: Before you start instancing make yourself familiar with how your benchmarks are set up in the Office Program.)
6. Choose the Subject Area you want to work with, followed by the Standard, (if necessary) choose the Benchmark Group and then you will see the Benchmarks listed in the Benchmark drop-down menu.
7. Click the “Add” Button.
8. Choose “Grade Level” or “Course.” If you choose Grade Level, highlight the Grade Level to which you want to instance the benchmark(s). If you choose Course, highlight the Course(s) to which you want to instance the benchmark(s). Please note the two following items:
  - You can select multiple Courses or Grade Levels by holding down your Ctrl key (Windows) or Command key (Mac) to select multiple Courses or Grade Levels.
9. After choosing the Grade Level(s) or Course(s) you can click the “Save All” or “Save Current” button.
  - If you click the Save All button it will instance all of the Benchmarks underneath the Standard to the Course(s) or Grade Level(s) you have chosen. This is the most typical situation.
  - If you click the Save Current button it will instance only the Benchmark displayed to the Course(s) or Grade Level(s) you have chosen.
10. Once you have completed one set of benchmarks you can move to the next Standard.
11. Once the instancing is complete teachers will be able to see and assess their newly *Instanced* benchmarks in their gradebook.