JMC INC.

NEXT-GEN
INSTRUCTIONAL DOCUMENTATION

STANDARDS AND BENCHMARKS
(ELEMENTARY REPORT CARDS)

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Printing Elementary Report Card Forms

Responsibilities of the Office Professional/Secretary

The responsibilities of the Office Professional/Secretary are broken into two parts: "Basic" and "Advanced". Typically a school new to using Standards and Benchmarks/Elementary report cards will first have the Office Professional/Secretary complete the "Basic Responsibilities" and then move on to the "Advanced Responsibilities" when they gain familiarity with the process.
Important Note: Your school/district should have at least one person who understands the entire Standards and Benchmarks/Report Card process. Typically this is the Office Professional/Secretary.

Basic Responsibilities
1. Go to <u>Standards and Benchmarks: Definitions: Import Standard and Benchmark Definitions from Prior Year</u> and click on Import Definitions.
2. Attach students to their advisors. (<u>Attendance: Staff: Assign Advisees)</u>
3. Schedule students into necessary courses. (Use JMC Elem/MS Scheduling document and video listed below.)
   http://jmcinc.com/resources/view/next_gen_elem_ms_scheduling
4. Attach students to their report cards. (See page 3 of this document)
5. Instance Benchmarks (verify that the correct benchmarks are tied to the correct courses/grade levels.)
6. Bring grades into the office at the end of the term. (See blue notification in top right corner of the screen). <u>Important Note:</u> Teachers can now print report cards from their gradebook but the grades need to be brought into the Office first.
7. Print report cards. (See page 4-5 of this document)
8. At the end of the school year, collect any changes that are to be made to report cards (we recommend it be done before June 10th).
9. Have your technology professional install the JMC Form Designer on your computer. This application is used to create/edit forms. You will use this if a change needs to be made to your forms.
10. (Optional) Rename forms. Forms can be named with the school year, but this doesn't mean they are only used for that year. If you wish to rename forms for the current year you must go into the JMC Form Designer, choose a form to work with and rename it with the current year. This is not neccesary.

Advanced Responsibilities
1. *Please note that all of these are done in addition to the Basic Responsibilities.
2. Edit/Delete/Add new benchmarks for teachers to grade. This is only done over the Summer/early Fall.
3. Edit/Delete/Add benchmark instances for teachers to grade. This is only done over the Summer/early Fall.
4. Edit/Delete/Add new report card forms. This is only done over the Summer/early Fall.

Tying Report Card Forms to Students

A new feature was added during the 15-16 school year that allows teachers to see the students' report card forms in their gradebooks and allows schools to print report cards more efficiently, especially if multi-page report cards are used. This step should be done after the school year starts and all students are entered into JMC.

Typically a school will "Bulk Load" all of the report card forms by Grade Level or Advisor early in the first term. Then new students during the year are individually attached to their report card forms.

Overall Concept
Each student can now have their specific report card form attached to them. You can see what report card form is attached to each student by going to Standards and Benchmarks: Student: Edit Student Report Card Forms.

In the example picture below, the student Martha Stonebridge is attached to the "KG Report Card."

Bulk Loading Report Card Forms
1. Go to Standards and Benchmarks: Bulk Load Report Card Forms.
2. Choose the report card form, choose the grade level or advisor and click the "Load" button on the bottom left corner of the screen.
3. You can also load a "Random" student as well. This is not done in most schools but can be done for students who have specialized or individualized report cards.
4. Repeat the steps for each grade level or advisor group.

Editing Individual Student's Report Card Forms
You may need to edit or verify which student has which report card form attached to them. To do so, go to Standards and Benchmarks: Student: Edit Student Report Card Forms. On this page you can:

Attach a report card form to a student by clicking the + button, choosing the form and then clicking the ✔ button.
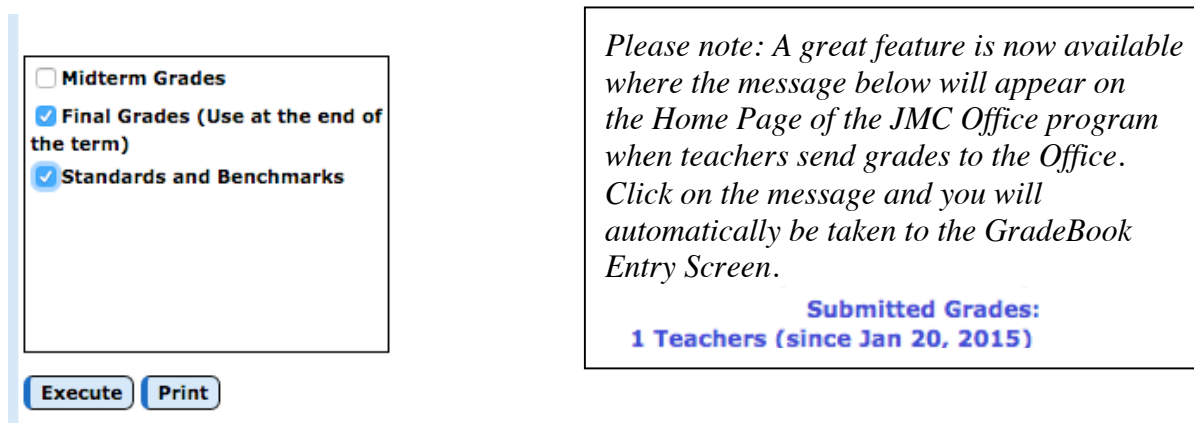

You can also Edit or Delete a form attached to a student.

Printing Elementary Report Cards - Three Options: A, B, & C

There are three ways to print standard and benchmark report cards. No matter which option you choose, you must first bring the Grades and Standards and Benchmarks into the Office. Complete the "Bringing Grades into the Office" step first and then choose a printing option.

Step 1 - Bringing Grades into the Office

1. Have teachers send their grades to the Office.

2. Bring the Grades into the Office. Go to **Grades▶ Entry▶ GradeBook Entry** choosing the way in which grades are sent to the Office and the term for which you want to collect grades. Typically schools will bring in both Grades and Standards and Benchmarks. Then click **Execute**.

☐ Midterm Grades
☑ Final Grades (Use at the end of the term)
☑ Standards and Benchmarks

[Execute] [Print]

Please note: A great feature is now available where the message below will appear on the Home Page of the JMC Office program when teachers send grades to the Office. Click on the message and you will automatically be taken to the GradeBook Entry Screen.

Submitted Grades:
1 Teachers (since Jan 20, 2015)

3. *Optional Step:* Check to see if teacher(s) successfully sent grades to the office. Go to **Standards and Benchmarks▶ Student▶ Edit Standard and Benchmark Results**. Go to a student for whom that teacher sent grades. If that screen is blank, grades were not correctly sent in. If there are benchmarks listed with assessments given, the teacher successfully sent grades to the office.

Step 2 – Printing the Report Cards (Option A, B, or C)

Printing Option A – This option is new for the 15-16 school year. It is a great option because you don't have to choose the form; you just choose the students and print. The only negative is that the printing process does take longer so please allow time for this.

Important Note: This process can only be done after report cards have been attached to students.

Print report card forms by going to **Standards and Benchmarks▶ Reports▶ Print Standard and Benchmark Report Cards.**
- *One time per grading term:* Choose the term for which you are currently printing report cards. In the box labeled Q1/Tri1/Sem End, enter the last day # for the term.

- Choose who you want to print. Please note that if you choose to print by "Advisor", the teacher's # needs to be entered in the "From" and "To" boxes. The teacher numbers can be found by going to Attendance▶ Staff▶ Teachers. The # in front of the teacher name is their number.
- Click the **Print** button.

Printing Option B -

Print report card forms by going to **Standards and Benchmarks▶ Reports▶ Print Standard and Benchmark Transcript**.

- *One time per grading term:* Choose the term for which you are currently printing report cards. In the box labeled Q1/Tri1/Sem End, enter the last day # for the term.
- Choose who you want to print. Please note that if you choose to print by "Advisor", the teacher's # needs to be put in the "From" and "To" boxes. The teacher numbers are the numbers in front of their names when you go to Attendance▶ Staff▶ Teachers.
- Click the **Select Form** button and choose the form that corresponds with the chosen students.
- *Optional*: Click the "Email if Possible" box. This will email all the Primary Contacts who have an email address, and print a paper copy of the report card for those who do not, when you click the Print button.

    ☑ Email If Possible
    Reply To Email: Your Email

    Print Export

- Click the **Print** button.
- If nothing shows up on the screen it means that either a student or form was not chosen correctly.

Printing Option 2C -

Have teachers print the report cards right from their GradeBook. This option can only be done after grades have been brought into the office. This option is addressed in Step 5 on Page 12 of this document.

Elementary Report Card Quickstart Guide

Some of the steps may not be applicable to you depending on how your school chooses to use custom report cards. Also, this document corresponds with the video link listed here: http://jmcinc.com/resources/view/elemnetary_report_card_quick_start

1. Go to **Edit▶ Edit Assessments Report Card for a Student** if you:
    • Want to assess your students in the report card form.
    • Note: The Office must tie report card forms to students – see page 3 of this form.
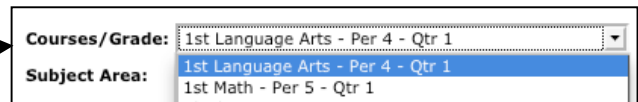   Go to **Edit▶ Edit Assessments for a Course or Grade** if you are:
    · A teacher who wants to assess one benchmark for all students at the same time.
   Go to **Edit▶ Edit Assessments for a Student** if you are:
    • A teacher who wants to see all of the benchmarks for a student in a subject area.
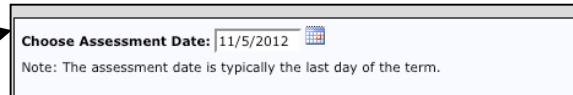
2. On the top of the screen, click on the "Courses/Grade" pop-up menu. Choose the course or grade with which you want to work.

Courses/Grade:	1st Language Arts - Per 4 - Qtr 1	▾
Subject Area:	1st Language Arts - Per 4 - Qtr 1	
	1st Math - Per 5 - Qtr 1	

3. Click on the "**Add Assessment Set**" button on the top of the screen.

4. Choose the **Assessment Date** per the instructions on the screen.

> **Choose Assessment Date:** 11/5/2012 🗓
> Note: The assessment date is typically the last day of the term.

5. If necessary, choose the **Assessment Term** per the instructions on the screen.

6. (Optional) If you enter daily assignments and tie those assignments to benchmarks to calculate results, click one of the two checkboxes that will appear on your screen. If you do this, you should refer to pages 12-15 of this document.

> ⊙ Calculate all results for the current subject area: 'I_LT LITERACY'.
>
> **or**
>
> ☑ Calculate for all students in this Course or Grade.
>
> [Ok] [Close]

7. Click **Ok**.
8. Start to Assess Students. *Important Note: You must add a grade/assessment to one student in order for the assessment set to save.*

9. Choose another student, course, or benchmark to assess depending on what screen you are on. Continue assessing students.

10. If you do Course Grades, go to the **Edit▶ Course Grades** screen and verify the grades for the students or manually change them on this page. Click the "Send Grades to Office" link in the top right corner of that screen when you are finished with all courses.
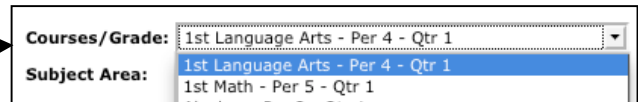
11. To send Standards and Benchmarks to the office, go to any of the **Edit▶ Edit Assesment (screens)** and click the "Send Grades to Office" link in the top right corner of that screen. This will send all of the S&B's to the office so you only need to do it one time.

Elementary Report Card Guide for Teachers

The setup steps for completing Standard and Benchmark/Elementary report cards is the same for the three screens you can use to assess students. Please refer to the steps below and then choose which way you want to assess students. Please note that all three screens are used interchangeably so you can use all three screens.

1. Log into the JMC Gradebook. If you don't know your username or password, please ask your office professional.

2. Go to **Edit▶ Edit Assessments Report Card for a Student**
       or **Edit▶ Edit Assessments for a Student**
       or **Edit▶ Edit Assessments for a Course or Grade.**

3. On the top of the screen click on the "Courses/Grade" pop-up menu. Choose the course or grade with which you want to work.
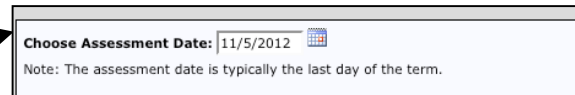
Courses/Grade:	1st Language Arts - Per 4 - Qtr 1 ▼
Subject Area:	1st Language Arts - Per 4 - Qtr 1
	1st Math - Per 5 - Qtr 1

4. (This step is not necessary for most teachers) If necessary, choose your subject area from the **Subject Area** pop-up menu.

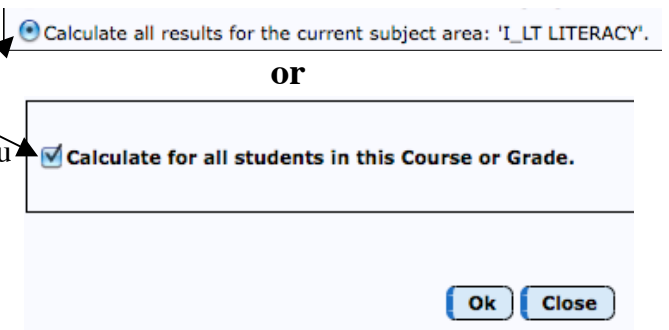**5.** Click on the "**Add Assessment Set**" button on the top of the screen.

6. Choose the **Assessment Date** per the instructions on the screen.

Choose Assessment Date: 11/5/2012
Note: The assessment date is typically the last day of the term.

7. If necessary, choose the **Assessment Term** per the instructions on the screen.

8. (Optional) If you enter daily assignments and tie those assignments to benchmarks to calculate results, click one of the two checkboxes that will appear on your screen. If you do this, you should refer to pages 12-15 of this document.

⊙ Calculate all results for the current subject area: 'I_LT LITERACY'.

or

☑ Calculate for all students in this Course or Grade.

9. Click **Ok**.

Ok   Close

Now you are ready to assess students. Go to the following page depending on which screen you are on.

If you are on **Edit▶ Edit Assessments Report Card for a Student,** go to page 8.
If you are on **Edit▶ Edit Assessments for a Student,** go to page 9.
If you are on **Edit▶ Edit Assessments for a Course or Grade,** go to page 10.

A. Edit▶ Edit Assessments Report Card for a Student (continued from page 7)

10A. A screen like the one below will appear. Please note the following for entering grades:

- You can only enter a grade for an item if it has a colored triangle in the top right corner.
- To enter a grade, simply click on the box with the colored triangle in the top right corner. This will produce a drop-down menu with the available grades from which you can choose.
- You can "hand-type" results/comments into areas that are set up to allow you to do this.
- There is no save button because every grade saves after you enter it.
- Move to the next student by clicking on the "Student" drop-down menu.

11A. When you want to assess a different "Area" on your report card, click on the "Courses/Grade" pop-up menu. Choose the course or grade with which you want to work.

12A. Click on the "**Add Assessment Set**" button on the top of the screen.

13A. Complete steps 7-9 and then assess students.

Please Note: You can continue to use the Edit▶ Edit Assessments for a Student and Edit▶ Edit Assessments for a Course or Grade screens in conjunction with this screen.

14A. If you enter Course Grades, you should continue on page 11 in this document.

15A. To send grades to the office, click "Send Grades to Office" in the top right corner of any Edit Assessment screens. This only needs to be done once.

B. Edit▶ Edit Assessments for a Student (continued from page 7)

10B. Start entering assessments and comments (if applicable). Please refer to the screen guides below to guide you through this process.

Edit Assessments for a Student Screen

11B. Choose the student you want to assess.

12B. Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed.

| Teacher: Joe JMC (Term: Quarter 1) | JMC Demo School | 2011-2012 | 7/5/2012 9:16:31 AM |

Courses/Grade: 1st Math - Per 5 - Qtr 1
Subject Area: 01 First Grade
Standard: Math
Student: Barns, Kyler

Assessment Set: Q1 07/05/2012

Add Assessment Set   Delete Assessment Set

Print   Calculate   Save

Standard	Benchmark	Result2D	🔒	Result %	Term	Comment
Math	Uses ordinal numbers (1t, 2nd, 3rd) appropriately	4	☑		Q1	
Math	Can count to:		☑		Q1	37
Math	Knows basic addition facts to 10		☑		Q1	
Math	Reads and writes time to the hour		☑		Q1	
Math	Extends simple repeating paterns		☑		Q1	
Math	Comment Line 1		☑		Q1	All hand typed comments should
Math	Comment Line 2		☑		Q1	be typed in this area. There is a
Math	Comment Line 3		☑		Q1	50 character limit per line. Tab
Math	Comment Line 4		☑		Q1	twice to move to the next line.

13B. Enter hand-typed results in the comment area to the right of the result box. For example, this teacher hand enters the result for "Can count to:__."

14B. If you have a spot on your report card for "hand-typed" comments they will be entered only in the comment area for benchmarks named "Comment Line" or something similar.

Please Note: Hand-typed comments can only be placed in areas that have been designed to display on your report card form. If you put hand-typed comments into areas that have not been set up to display those comments, those comments will not display on the report card forms.

15B. When you want to assess a different student, click "Save" and then choose the next student in the "Student" drop-down menu.

Please Note: You can continue to use the Edit▶ Edit Assessments Report Card for a Student and Edit▶ Edit Assessments for a Course or Grade screens in conjunction with this screen.

16B. If you enter Course Grades, you should continue on page 11 in this document.

17B. To send grades to the office, click "Send Grades to Office" in the top right corner of any Edit Assessment screens. This only needs to be done once.

C. Edit▶ Edit Assessments for a Course or Grade (continued from page 7)
10C. Choose the Standard.   **11C.** Choose the Assessment you want to assess.

Teacher: Joe JMC (Term: Quarter 1) JMC Demo School 2011-2012 7	**12C.** The students you are assessing are listed on the left - hand side.
Courses/Grade: 1st Language Arts - Per 4 - Qtr 1 ▾ Assessment Set: Q1 0:	
Subject Area: 01 First Grade ▾	**13C.** Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed. For "hand-typed" comments refer to **13B** and **14B.**
Standard: 02 Language Arts ▾ Add Assessment Set	
Assessment: 01 Dictates or writes a logical sequence of events ▾	
Print Calculate Save	

Student	Result ID	🔒	Result %	Term	Comment
Hundley, Grant	4 ▾	☑		Q1	
Law, Erin	4	☐		Q1	
Lewis, Riley	3	☐		Q1	
Norris, Jean	2 1	☐		Q1	
Plants, Craig	▾	☐		Q1	
Puls, Jonathan	▾	☐		Q1	
Reever, Bobby	▾	☐		Q1	

14C. When you want to assess a different "Area" on your report card, click "Save" and then click on the "Courses/Grade" pop-up menu. Choose the course or grade with which you want to work.

15C. Click on the "**Add Assessment Set**" button on the top of the screen and repeat the steps to add an assessment set.

Please Note: When adding an assessment set on this screen, you will need to add an assessment set for each benchmark. We recommend adding an assessment set on the Edit▶ Edit Assessments for a Student screen for one student under a course and that will add the assessment set for all benchmarks in that course at one time.

Please Note: You can continue to use the Edit▶ Edit Assessments for a Student and Edit▶ Edit Assessments Report Card for a Student screens in conjunction with this screen.

16C. If you enter Course Grades, you should continue on page 11 in this document.

17C. To send grades to the office, click "Send Grades to Office" in the top right corner of any Edit Assessment screens. This only needs to be done once.

Preparing Course Grades to Send to the Office

If you enter daily assignment, test, and project scores into the JMC GradeBook in the **Scores: Assignment Scores,** you can have these Course Grades displayed on the report card if the report card is set up to receive and display the course grades. Please note that this is an abbreviated version of using Course Grades. Please refer to the GradeBook documentation with questions.

16. Go to **Edit▶ Course Grades.**   **17.** Choose a **Course.**

Teacher: Mr. Freid (Term: Semester 1)					JMC Demo School - 2016-2017	Logout
Courses:						**Quick Links:**
World History - PF - Per 3 - Sem1 ◆						
[Weights...] [Print] [Save]						Send Grades to Office
Student	**Exam [0]**	**Qtr1 [0]**	**Qtr2 [0]**	**Sem1**	**Comment**	
Aaseth, John	- ◆ ☐	B- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Demo, Caley	- ◆ ☐	A- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Jackson, Matthew	- ◆ ☐	C- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
McElmury, Sean	- ◆ ☐	C ◆ ☑	- ◆ ☐	- ◆ ☐	◆	
Jone, Harry	- ◆ ☐	A- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Jones, Fred	- ◆ ☐	A ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Freid, Bonnie	- ◆ ☐	C- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Estherville, Esther	- ◆ ☐	D- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
MCELMURY, CHLOE	- ◆ ☐	F ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Testing, Angela	- ◆ ☐	A ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Testing, Joe	- ◆ ☐	B- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Tomorrowiser, Cindy	- ◆ ☐	F ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Bernadone, Francis	- ◆ ☐	F ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Freed, Paul	- ◆ ☐	A- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Freid, Julie	- ◆ ☐	A ◆ ☐	- ◆ ☐	- ◆ ☐	◆	
Freid, Paul	- ◆ ☐	C- ◆ ☐	- ◆ ☐	- ◆ ☐	◆	

18. The grades listed here will be taken from the Assignment Scores screen.

If you need to hand-enter any course grades for students, you can do so by simply clicking on the drop-down menu where the course grade needs to appear and choosing the course grade.

Sending Grades to the Office

19. Send Standards and Benchmarks to the Office by going to:

> **Edit▶ Edit Assessments Report Card for a Student**
> or **Edit▶ Edit Assessments a Student**
> or **Edit▶ Edit Assessments for a Course or Grade**.
> Click Send Grades to Office

Quick Links:

Send Grades to Office

20. Send Course Grades to the office on
Edit ▶ Course Grades and click Send Grades to Office

Printing Elementary Report Cards - Guide for Teachers

The following steps must be completed to print report cards by the classroom professional.

Note: Standard and Benchmark Results and Grades must be sent to the office in order for teachers to print report cards.

Sending Grades to the Office

1. Send Standards and Benchmarks to the Office by going to:

    Edit▶ Edit Assessments Report Card for a Student
    or **Edit▶ Edit Assessments a Student**
    or **Edit▶ Edit Assessments for a Course or Grade**.
    Click Send Grades to Office ────────────────────▶

2. Send Course Grades to the office on
Edit ▶ Course Grades and click Send Grades to Office ────▶

Quick Links:

Send Grades to Office

Note: Standard and Benchmark Results and Grades must be received in the office in order for teachers to print report cards.

3. After you have sent report card Standard and Benchmark Results and Grades to the office, a message similar to the one below will appear on the Home Page of your Teacher Gradebook.

Mr. O'JMC

Quarter 1

Course Grades Pending:(since Oct 29, 2015)
Standards/Benchmarks Pending:(since Oct 29, 2015) ◀━━━

Welcome to the JMC News Page.

4. Grades must be pulled into the Office Program by your office professional to print an up-to-date report card. It is not recommended that you print report cards until that message disappears (meaning the grades have been pulled into the office.)

5. To print report cards, go to <u>Reports: Print Standards and Benchmark Report Cards</u>. The screen below is the print screen. Choose the end of day # for your term (ask the office if you do not know the day #), choose who you want to print, and click "Print."

Teacher: Mr. O'JMC (Term: Quarter 1)   JMC Demo School - 2015-2016

Term Type:		Find: Last Name or Student ID	Students to Print:

Quarters ▾ End Day

☑ Select All

	End Day
⦿ Qtr 1	40
○ Qtr 2	0
○ Qtr 3	0
○ Qtr 4	0

Aaseth, John
Anderson, James
Bernadone, Francis
Comfrey, John
Estherville, Esther
Freed, Paul
Freid, Jeff

Aaseth, John
Anderson, James
Bernadone, Francis
Comfrey, John
Estherville, Esther
Freed, Paul
Freid, Jeff

Form Size:
⦿ Use Form Setting
○ Letter
○ Legal

Print

Report Cards use grades from the Office.

Tying Assignments to Benchmarks to Calculate Results

There are four steps to attach assignments to benchmarks to calculate benchmark results. The following is a list of those steps followed by a detailed explanation.

Step 1: Go to **Scores▶ Categories and Assignments** to attach Assignments to Benchmarks.

Step 2: Go to **Scores▶ Standards and Benchmarks** to verify Assignment weighting within a Benchmark.

Step 3: Go to **Edit▶ Edit Assessments for a Course or Grade** or **Edit▶ Edit Assessments for a Student** to calculate Benchmark results.

Step 4: Go to **File▶ Teacher to Office** to send your Standards and Benchmarks to the office.

Step 1: Go to **Scores▶ Categories and Assignments** to attach Assignments to Benchmarks.

　　A. To attach assignments to benchmarks, follow the necessary steps to create a category and then assignments underneath that category. Categories can still be named Tests, Assignments, Participation, etc. but many teachers find it helpful to create categories using the names of the benchmarks. That is how it is organized in this document. Create categories in a way that makes sense to you.
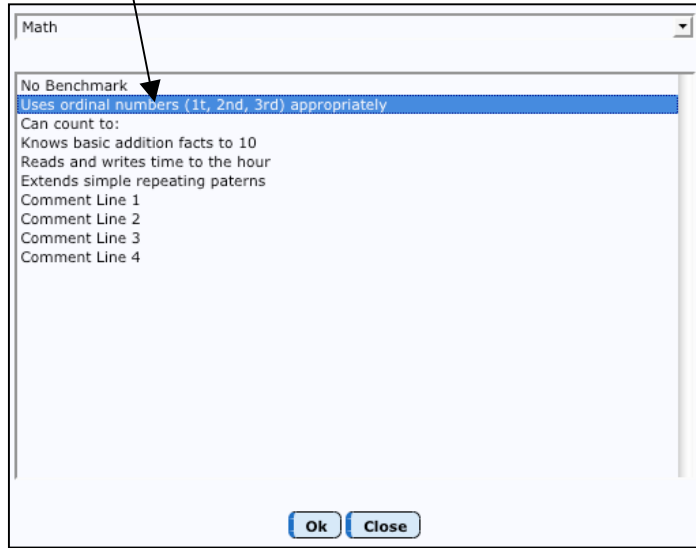

B. Click the "Benchmarks" button when you have the correct assignment chosen. This will bring up a screen (seen on the next page) allowing you to attach that assignment to a specific benchmark.
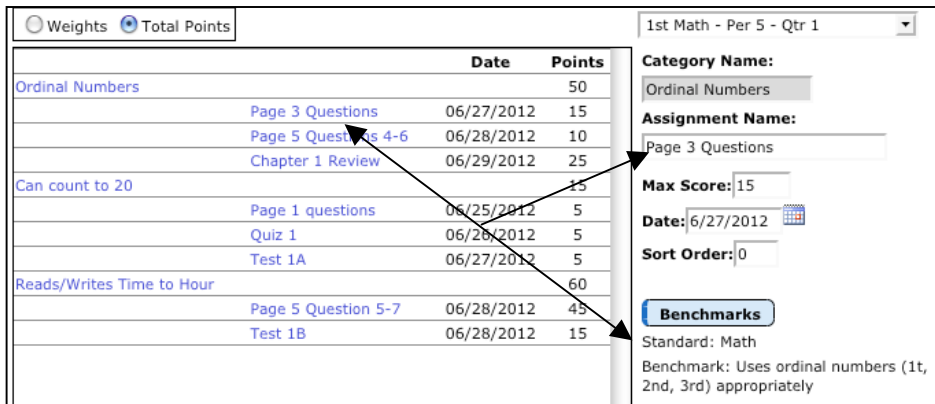
Notes
• If you click the "Benchmarks" button and it tells you "no benchmark instances have been created for this course in the office," you should do an "Office to Teacher." If that does not work, the office will have to instance benchmarks to this course for you.
• Assignments may only be attached to one benchmark.
• You can attach as many assignments to a benchmark as you would like.
• If you have an assignment/test that applies to more than one benchmark, you will need to enter the parts of the test as separate assignments.
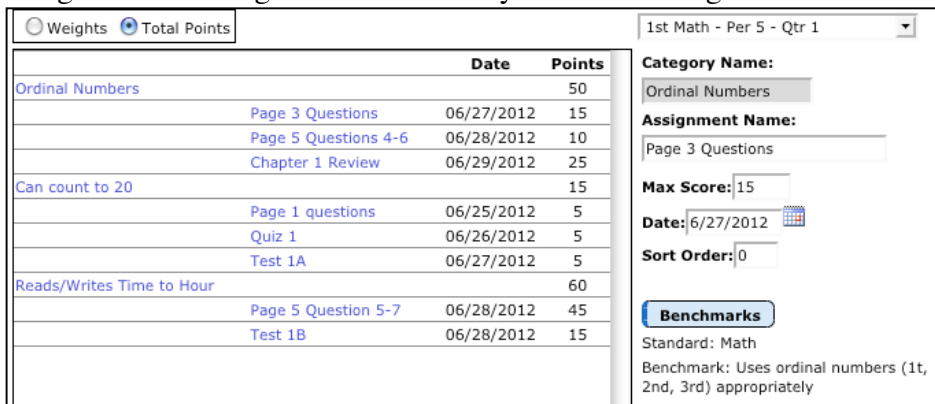
C. Highlight/Choose the benchmark to which you want to attach the assignment and click "OK."

D. Now when you highlight/choose an assignment you will see what benchmark is attached to it.

E. Continue to add assignments and attach them to benchmarks making sure to hit the "Select a Benchmark" button after you have created an assignment. Your Categories and Assignments screen may look something like this:

Step 2: Go to **Scores▶ Standards and Benchmarks** to verify assignment weighting within a Benchmark. This screen will show, in list order, which assignments are attached to which benchmarks. This screen will also show how the benchmarks are weighted for calculating a standard.

A. Choose the Course and Standard with which you want to work.

B. If calculating only benchmarks, this screen is used to:

• Review which benchmarks are attached to which assignments.

• Review/change how the assignments are weighted when attached to a benchmark. Within each benchmark you can set the "Assignment Weights." By default the Assignment Weights will be "Equal," which means each assignment attached to that benchmark will have equal weight when the benchmark result is calculated. This can be changed to "By Points," meaning the more points an assignment is worth the more influence it has when the benchmark is calculated, or to "User Defined." You can edit the assignment weighting by clicking here.

C. If you are using this screen to calculate standards, please note the following items. (Continue on to Step 3 if you are not calculating a standard.)

• Many elementary report cards created in JMC do not print calculated standard results. They instead print Course Grades (Under **Edit▶ Course Grades**). If there is a question about whether you should calculate standard results or use a course grade, you can either go to **Edit▶ Edit Assessments for a Student** and see if there is a box in the results column for the standard in question or you can contact your school's office professional.

• Each benchmark must have "Weight" designated. By default each weight will be 1 (one) which will make each benchmark equal to the other benchmarks. You can weight the benchmarks in any way you would like.

• A standard will not calculate unless each benchmark has at least one assignment attached to it.

<u>Step 3</u>: Go to **Edit▶ Edit Assessments for a Course or Grade** or **Edit: Edit Assessments for a Student** to calculate Benchmark results.

   A. Choose the course you are working with in the "Course or Grade" pop-up menu and then click the "Add" or "Add Initial Assessment Set" button in the top right corner.

Please note: This screen will look slightly different on the Edit Assessments for a Course or Grade screen.

   B. Enter the Assessment date for the current term.

   C. If you want all assignments (typically not done) to calculate a Standard, check the Cumulative box.

   D. To calculate the Benchmarks for all the students in that course, check this box.

   E. Click the "Calculate Results" button.

   F. The calculated result will appear like the following screen.

Calculated Benchmark Result	**Calculated Benchmark Percentage**	**Calculated Standard Result**
This is calculated from the percentage the student has earned. The appropriate result symbol appears here based on the result cut-offs listed in the Office program. To change a result, click on it and choose the new result.	This is the percentage taken from the assignment scores the student received for assignments tied to this benchmark. Remember, the assignments can be weighted for a benchmark in <u>Step 2</u>.	If any of the benchmarks have a calculated result and you have the option to enter a standard result, a standard result will be calculated from the benchmark percentages.

   G. To recalculate a benchmark and/or standard, click **Calculate**.