Middle School – Harmony Teacher Handout for End of Trimester

Grades must be accurate and finalized by: _____
Note: No changes can be made after this time. All grade books will be locked.

This document is divided into three main sections:
<mark>SECTION 1 – COMPLETE THE END-OF-TRIMESTER PROCESS</mark>
   SECTION 1 – STEP 1… CHANGE ALL MISSING/INCOMPLETE GRADES TO ZEROS
   SECTION 1 – STEP 2… VERIFY & FIX STUDENTS WHO ARE ON A PASS / FAIL GRADE SCALE
   SECTION 1 – STEP 3… ASSIGNING EXTRA CREDIT (BONUS POINTS)
   SECTION 1 – STEP 4… SUBJECT COMMENTS
<mark>SECTION 2 – FINALIZE YOUR GRADE BOOKS</mark>
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<mark>SECTION 4 – FINAL VERIFICATION OF GRADES (to be done at end of Trimester 3 only)</mark>
<mark>ADDENDUM 1 – STANDARD GRADING SCALE</mark>

<mark>SECTION 1 – COMPLETE THE END-OF-TRIMESTER PROCESS</mark>
Before beginning, make sure you look over all your assignment grades now to make sure all grades are entered and accurate. It is the teacher's responsibility to verify, check the accuracy, of all grades given.

<mark>SECTION 1 – STEP 1… CHANGE ALL MISSING / INCOMPLETE GRADES TO ZEROS</mark>
Note: You will do the following process for each grade book (class that you teach).
Until further notice, please do not use Option 2 below. There is a problem when using this feature that causes duplicate pages to appear in the grade book and/or pages to disappear. Please manually change your missing / incomplete grades to zero – using Option 1.

   Option 1 (Manual)
   Manually change all Missing (blank) / Incomplete grades (I) to the appropriate grade (i.e. a zero if not turned in) on all grade book pages.
   (OR)
   ~~Option 2 (Automatic – using process in Harmony)~~
   Follow the steps below to have all blanks and all I'^{s} automatically changed to 0's.
1.   Open up the <u>last page</u> of your grade book.
2.   Open up the Tools menu and select the option **Missing/Incompletes to 0.**
3.   Select "Yes" to continue.
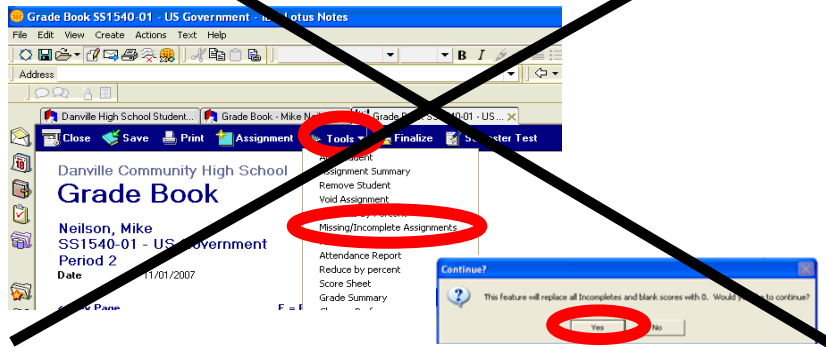
All blanks should now be changed to zeros in all grade book pages for this subject.

<mark>SECTION 1 – STEP 2… VERIFY & FIX STUDENTS WHO ARE ON A PASS / FAIL GRADE SCALE</mark>
The Special Education teachers usually remind teachers if they have students who should be on a P/F grade scale instead of the standard A-F grade scale. For those students, use the feature under the **Tools** menu called **Change Grading Scale** to make the change.

<mark>SECTION 1 – STEP 3… ASSIGNING EXTRA CREDIT (BONUS POINTS)</mark>
If a teacher chooses to participate in grade flexibility (giving participation/extra-credit/bonus points), it is suggested that a miscellaneous (MISC) assignment be created at the <u>end of the trimester and prior to</u>

finalizing the grade book. You will create this assignment the same way you created other assignments, but make sure the Total Points value for this assignment is equal to 0 (zero).

SECTION 1 – STEP 4… SUBJECT COMMENTS
Every student with a D or F should have a comment.

How to add subject comments to your grade book
1. Open the grade book for the subject you wish to enter comments for.
2. From the Tools menu, select *Progress Comments.*
3. Select pre-defined comments from the list by clicking the drop-down arrow to the right of the student's name. Place a check-mark in front of the comments and click OK. Limit of 2 per class/per student.
   Note: Teachers have the opportunity to request what comments are displayed in the drop-down list for future trimesters. Please do not write your own free-form comments on report cards.
4. When done with comments for all students, click Save and Close.

How to Edit, Add, and/or Delete Comments
Once you have created a comment for any student in a grade book, you will have a "Comments" line listed under your assignments in your grade book. To add or change comments for students in this grade book, do not repeat the steps above. Instead, just double-click on the word "Comments" and the file will open. You can then click the Edit button to add, change, and/or delete comments. Save your file when done. **You should never have more than one comment file under each grade book.**
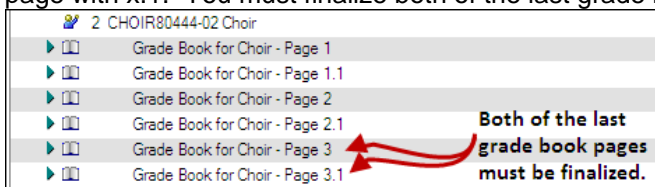

SECTION 2 – FINALIZE YOUR GRADE BOOKS
Grade books need to be "finalized" in order to make the grades available to the report cards.

Make sure your grade book is finished and accurate before doing these steps. New students or assignments can NOT be added once grade books have been finalized; however, student scores may be added/changed after finalizing (only if the deadline for finalizing has not passed).

Grade books should be finalized while at school. Do not complete the finalization process in your grade books using Harmony web access (where you log in to Harmony through the Danville website and your grade book looks different).

1. Open (double-click) the last page of the grade book you want to finalize.
   Note: If you have more than 40 students in your class you will have an additional grade book page with x.1. You must finalize both of the last grade book pages.

2. Click on the **Finalize** icon in the top blue bar.
3. A confirmation dialog box will appear asking if the settings are correct.
4. Click "No" and your grade book preferences will open – allowing you to view and/or make corrections.
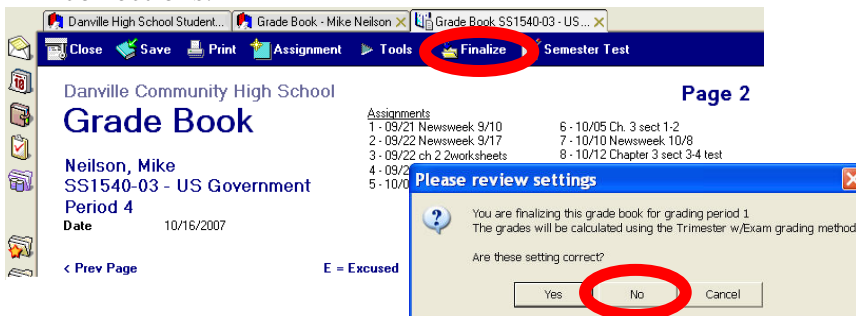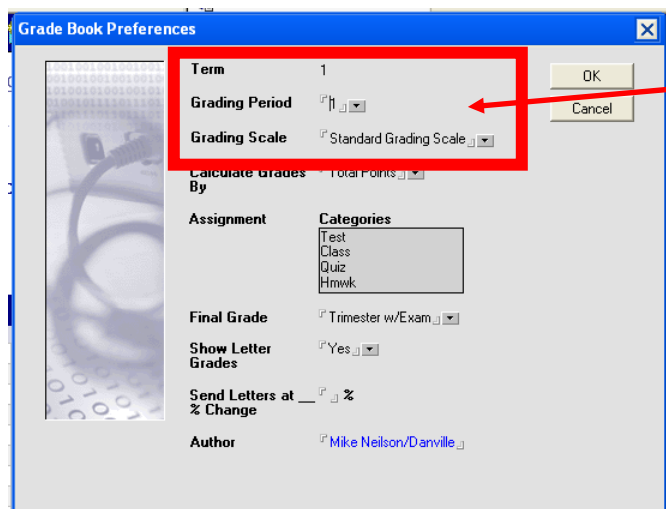
5. Verify the Term, Grading Period, and Grading Scale.
   o Select Term 1, 2, or 3 – corresponding to the trimester you are setting up your grade book for. (Trimester 1, select Term "1", Trimester 2, select Term "2", and Trimester 3, select Term "3").
   o Grading Period = 1.
   o Grading Scale = Standard Grading Scale
6. Click OK when done.
7. If you did not make any changes to your Grade Book Preferences, click **Yes** when asked "Are you sure you want to finalize this grade book?"
8. **IMPORTANT STEP:** If you did make a change to your Grade Book Preferences, you <u>must</u> do the following:
   o Select **No** when asked "Are you sure you want to finalize this grade book?"
   o Open the last assignment in your grade book – click **Save** from the top blue bar and close the assignment.
   o Save your grade book one final time.
   o Click on the **Finalize** icon in the top blue bar.
   o A confirmation dialog box will appear asking if the settings are correct.
   o This time, select **Yes** to finish finalizing your grade book.

SECTION 3 – VIEWING/REVIEWING GRADE BOOKS AFTER FINALIZING
How to view your grade book, print a Grade Summary, edit comments, or make corrections to student's grades.

After you finalize your grade book, you can review your grades for the class. You can also manually make any grade or comment corrections necessary <u>before the deadline</u> set by the office.

To view your finalized grade books:
1. Click on **All Grade Books** (in the left menu).
2. Open the appropriate term and (double-click) the grade book you wish to view.
Note: Finalized grade books are only visible in the "All Grade Books" view.

To review grades (print a Grade Summary):
1. Click on **All Grade Books** (in the left menu).
2. Open the appropriate term and (double-click) on the last page of the grade book.
3. Click on the **Tools** icon (in the blue bar at the top).
4. Click on **Grade Summary**.
5. You will get a report showing the grades for that class (the trimester grade, the final exam grade, and the final grade).

To make a correction on a student's grade:
1. Click on **All Grade Books** (in the left menu).
2. Open the appropriate term and (double-click) on the last page of the grade book.

You can adjust the students' grade by adding points to the MISC assignment column. This is the assignment you created on page 2 in SECTION 1 – STEP 2… ASSIGNING EXTRA CREDIT (BONUS POINTS)

Note: These changes MUST be completed before the DEADLINE. Teachers should not make grade changes after the due date (do not accept late work, extra credit, etc. after the end of the trimester. If a student has been absent for several days at the end of the trimester, either excuse their work, attach their "late" grades to the next trimester, or consult Heather Luce in the guidance office for additional help.

To edit comments:
1. Click on **All Grade Books** (in the left menu).
2. Open the appropriate term and (double-click) on the word "Comments" under the grade book.
3. You can now add, edit, or delete comments.
4. Save when done.

IMPORTANT STEP! PLEASE MAKE SURE TO DO THIS AT THE END OF TRI 2 AND TRI 3.
To prevent comments from the previous trimester from printing on the current report card:
1. Click on **All Grade Books** (in the left menu).
2. Open (click on the green triangle) next to the previous trimester.
   a. (If this is the end of Trimester 2, you will want to open Trimester 1.
   b. If this is the end of Trimester 3, you will want to open Trimester 2.
3. Open (double-click) the last page of each grade book.
4. Go to the "Tools" menu and select "Progress Comments"
5. Click "Save" and "Close".

Note: This process will create an additional, blank "Comments" file for each grade book. Having this additional, blank Comments file will prevent previous trimester comments from appearing on the current report card.

Note: No changes should be made to your grade books after the published deadline set by the office!

SECTION 4 – FINAL VERIFICATION OF GRADES (to be done at end of Trimester 3 only)
Print, sign, and turn in a copy of the _Grade Summary_ report to Heather for each grade book (subject you teach) by 3:00 p.m. on _____.

Follow the steps in Section 2 titled _To review grades (print a Grade Summary)._

ADDENDUM 1 – STANDARD GRADING SCALE

Below is the current "standard" grade scale that all buildings in the district are using.

A+ = 100 and above
A   = 93 – 99.99
A- = 90 – 92.99
B+ = 88 – 89.99
B   = 83 – 87.99
B- = 80 – 82.99
C+ = 78 – 79.99
C   = 73 – 77.99
C- = 70 – 72.99
D+ = 68 – 69.99
D   = 63 – 67.99
D- = 60 – 62.99
F   =   0 – 59.99

Note: Grades are not rounded up. If a student receives a 79.99% as their final grade, the letter grade they receive is a C+, not a B-.