

Harmony – South Elementary End-of-Trimester Process

Trimester 1 grades must be accurate and finalized by: _____

Trimester 2 grades must be accurate and finalized by: _____

Trimester 3 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 four main sections:

SECTION 1 - VERIFY THE LIST OF STUDENTS IN YOUR GRADE BOOKS

SECTION 2 – COMPLETE THE END-OF-TRIMESTER PROCESS

SECTION 2 – STEP 1... CHANGE ALL MISSING/INCOMPLETE GRADES TO ZEROS

SECTION 2 – STEP 2... ENTER SUBJECT AND/OR GRADING PERIOD COMMENTS

SECTION 2 – STEP 3... STUDENT PLACEMENT (END OF SCHOOL YEAR ONLY)

SECTION 3 - FINALIZE YOUR GRADE BOOKS

SECTION 4 – VIEWING GRADE BOOKS AFTER FINALIZING

SECTION 5 – FINAL VERIFICATION OF GRADES

SECTION 1 - VERIFY THE LIST OF STUDENTS IN YOUR GRADE BOOKS

Prior to finalizing your grade books and the office creating cards, it is very important that your grade books reflect an accurate list of students. The report cards are created based upon the students you have in your grade book. (If a student is listed in the same subject with two different teachers, the subject will print twice on the student's report card.)

Your class rosters for each subject are created at the start of the school year. Harmony does not update class rosters at the start of each new trimester. This means that you will have to add new students and withdraw former students in all grade books for each trimester.

Example 1: Daisy Duck enrolls on 09/18. You will need to add Daisy to T1, T2, and T3 grade books.

Example 2: Donald Duck withdraws on 12/15. You will need to remove Donald from T2 and T3 grade books.

This section describes the process for removing withdrawn students and adding new students to your grade books. Please take time to check each of your grade books to make sure that your student list is accurate. Below are several scenarios and instructions

I have a student in my grade book that has withdrawn from the school. What should I do?

If you have a student in your grade book that has withdrawn, you have two options:

Option #1 - Delete the student from your grade book

Follow these steps:

1. Close all assignments and grade book pages before beginning.
2. Open the last page of the grade book you want to remove the student from.
3. Go to the **Tools** menu and select **Remove Student** (an Assignment Summary will automatically be printed).
4. Place a check mark in the box for the student you want to delete from your grade book and click **OK**.
5. You will be asked: "Would you like to move the remaining students up to eliminate a blank line?" Select **Yes** or **No**, depending on your preference. The student should no longer be listed in your grade book.

Option #2 – Do nothing - leave the student in your grade book (report cards are not created for inactive students).

I have a student in my grade book that is not in my class, but is still an active student in the building. What should I do?

If you have a student in your grade book that is not in your class but is still an active student in the building, delete the student from your grade book.

Follow these steps:

1. Close all assignments and grade book pages before beginning.

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2. Open the last page of the grade book you want to remove the student from.
3. Go to the **Tools** menu and select **Remove Student** (an Assignment Summary will automatically be printed).
4. Answer **No** when you see the following message: “Will the student be moving to another teacher for this subject?”
5. Place a check mark in the box for the student you want to delete from your grade book and click **OK**.
6. You will be asked: “Would you like to move the remaining students up to eliminate a blank line?” Select **Yes** or **No**, depending on your preference. The student should no longer be listed in your grade book.

I have a student in my class that is not listed in my grade book. What should I do?

If you have a student that is in your class that is not listed in your grade book, you must add the student to your grade book.

Follow these steps:

1. Close all assignments and grade book pages before beginning.
2. Open the last page of the grade book you want to add the student to.
3. Go to the **Tools** menu and select **Add Student**.
4. Place a check mark in the box for the student you want to add to your grade book and click **OK**.
5. You will then choose where to add the student's name in your grade book. Choose one of the three options available:
 - o Insert before student...
 - o Add student alphabetically
 - o Add student to the end.
6. Make your selection and click OK. The student should now be visible in your grade book.

Note: Once you add the student to your grade book, you cannot move them to a different location in the grade book.

Verify students on each Class Roster report and notify the office if errors are found

Finally, you should print a Class Roster report and check your list of students to make sure they are accurate there as well.

Follow these steps for each subject to create the **Class Roster** report:

1. Highlight (single-click) on the subject listed above your grade book.
2. Select **Class Roster** from the blue bar across the top.
3. Select **Print** from the blue bar across the top.
4. Close the report.
5. Mark out students who should not be in your class.
6. Add students at the bottom of the report that are not listed on the report but are in your class.
7. Turn the corrected **Class Roster** reports in to the office. If your class roster lists are accurate, you do not need to print or turn them in.

SECTION 2 – COMPLETE THE END-OF-TRIMESTER PROCESS

Before beginning, make sure you look over all your assignment grades now to make sure all grades are entered and accurate.

Note: Spaces entered in the student score area can cause calculation errors. Make sure not to accidentally hit your space bar before and/or after entering student scores, this includes E's as well as number scores.

SECTION 2 – STEP 1... CHANGE ALL MISSING/INCOMPLETE GRADES TO ZEROS

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.

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Before beginning this process, check all pages of your grade book to make sure that all grades have been entered and there are no blank spaces in any assignments that should have grades. (If a student is excused from an assignment you must put an “E” in the assignment – do not leave it blank or this process will change the blank to a zero!)

Option 1 (Manual)

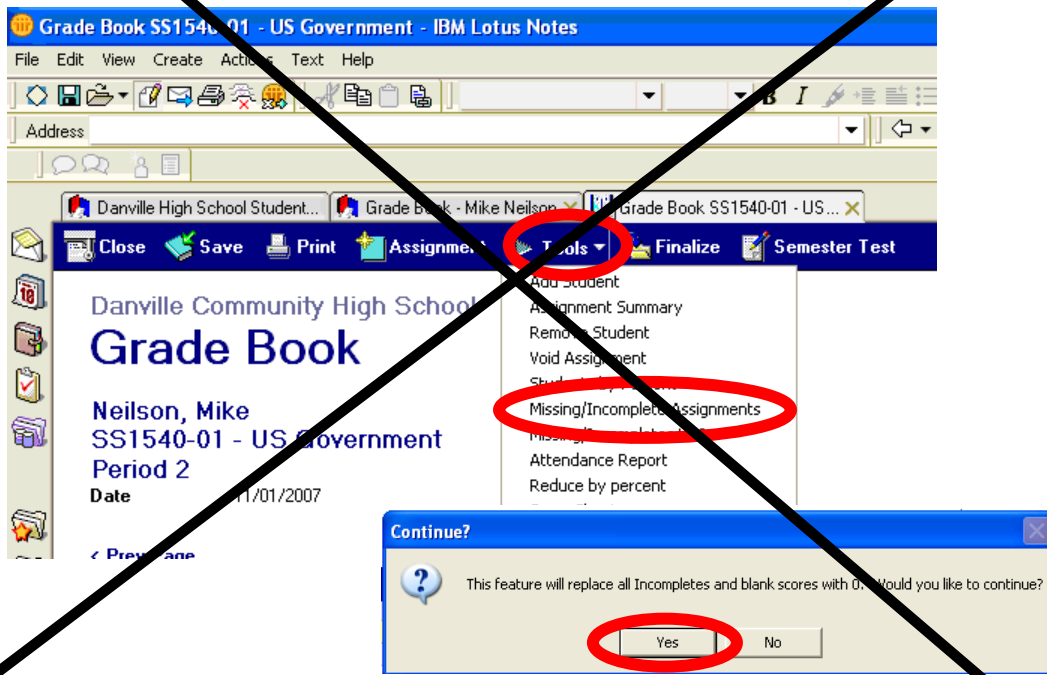
Manually change all Incomplete grades (I) to the appropriate grade (i.e. a zero if not turned in) on all grade book pages.

(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 last page 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.

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SECTION 2 – STEP 2... ENTER SUBJECT AND/OR GRADING PERIOD COMMENTS

There are two types of comments that can be added to report cards: SUBJECT and GRADING PERIOD. SUBJECT comments are used to communicate on a specific subject/class. GRADING PERIOD comments are used to communicate overall information for the trimester.

Important Note: If you are typing your own free-form comments, do not use commas (,) as this will cause your comments to print incorrectly on the report card.

How to create the 'SUBJECT' comment file (this should be done for each subject)

Before you can enter SUBJECT comments, you must create the comment file. Follow steps 1 and 2 below to create the comment file for each subject/class that you teach.

1. Open the last page of the grade book for the subject you wish to enter comments for.
2. From the **Tools** menu, select **Progress Comments**.

Follow steps 3 and 4 to enter comments for students.

3. To select pre-defined comments from the list, click the drop-down arrow to the right of the student's name. Place a check-mark in front of the comments and click **OK**.
4. When done with comments for all students, click **Save** and **Close**.

How to edit, add, and/or delete 'SUBJECT' comments

Once you have created and saved a comment file for each of your subjects, you will have a "Comments" line listed under your assignments in your grade book. To add or change comments for students in this class, do not repeat steps 1 and 2 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.

How to clear all 'SUBJECT' comments

If you want to clear out all comments for a subject/class, follow the steps below.

1. Double-click on the word **Comments** under the grade book you want to clear subject comments from.
2. Click the **Edit** button.
3. Click the **Clear Comments** button.
4. **Save** and **Close** your comment file when done.

Note: You will still see a **Comments** line listed under your assignments in your grade book, but there will not be any comments in the file. Do not delete the **Comments** file; always use the **Clear Comments** button to remove all comments for that subject.

Note: You will re-use the comment file you create in Trimester 1 for Trimesters 2 and 3. You should only have one comment file visible under each grade book. If you want to save your previous trimester comments before entering new comments, print your comment file.

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How to create the Student Skills document to use for 'GRADING PERIOD' comments

Note: Only Homeroom Teachers can create the Student Skills document.

1. Select **Student Skills** in the left menu.
2. This view is sorted by grade level. Scroll up/down until you find your name under the grade level you teach.
3. If this is Trimester 1, you will need to create a new **Student Skills** document for each student. (If this is Trimester 2 or 3 and you already created the **Student Skills** document for each of your students, skip down to step 10 to edit the document. Follow the steps below to create the **Student Skills** document.
4. Highlight (single-click) the first student's name.
5. Select **Add...** from the top blue bar.
6. Select **Student Skills** from the drop-down menu.
7. Enter grading period comments in the following areas:
 - o Trimester 1 comments should be entered under **Grading Period 1**
 - o Trimester 2 comments should be entered under **Grading Period 2**
 - o Trimester 3 comments should be entered under **Grading Period 3**
 - o Grading Period 4 – 6 should not be used.
 - o **Save** and **Close** when done.
8. **Save** and **Close** when done.

Note: You should only have one **Student Skills** document under the current school year for each student. Do not create multiples.

How to edit the Student Skills document (aka 'GRADING PERIOD' comments)

Note: Only Homeroom Teachers can edit GRADING PERIOD comments.

1. Select **Student Skills** in the left menu.
2. This view is sorted by grade level. Scroll up/down until you find your name under the grade level you teach.
3. Double-click on **Student Skills** under the current school year for the student you wish to edit comments for. This will open the document.
4. Click the **Edit** button at the top and make your changes.
5. **Save** and **Close** when done.

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SECTION 2 – STEP 3... STUDENT PLACEMENT (END OF SCHOOL YEAR ONLY)

Student Placement is used to mark students as promoted, retained, or assigned at the end of the school year. Do not do the steps in this section until the final trimester.

Only homeroom teachers will perform these steps for each student in their homeroom.

There are two way to promote your students at the end of the school year. Only choose one – do not do both methods.

Option 1: By editing an existing **Student Skills** (aka “Grading Period” comments) document.

Option 2: By creating a **Student Placement** document.

Option 1:

If you have given your students grading period comments throughout the school year, you will already have a **Student Skills** document listed under the current school year for each student.

1. Open the existing **Student Skills** document.
2. In the **Placement** field, select “Promoted” “Retained” or “Assigned” from the drop-down list.
3. **Save** and **Close** when done.

Student Skills

Select Promoted, Retained, or Assigned from the drop-down list.

Placement [Promoted]

Grading Period 1
It is great having [Name] in class. He can be shy at times, but is very kind and caring!

Grading Period 2
[Name] continues to do a nice job. I definitely see him coming out of his shell. I am really focused.

Grading Period 3
I really enjoyed having [Name] this year. We still worked hard on focusing on his work. he'll do great next year!

Or...

Option 2:

1. In the **Classroom** view, select **Student Skills** (in the left menu).
2. This view is sorted by grade level. Scroll up/down until you find your name under the grade level you teach.
3. Highlight (single-click) the first student's name.
4. Select **Add...** from the top blue bar.
5. Select **Student Placement** from the drop-down menu.
6. In the **Placement** field, select **Promoted**, **Retained**, or **Assigned** from the drop-down list.
7. **Save** and **Close** when done.

Student Placement

Select Promoted, Retained, or Assigned from the drop-down list.

Average % 95%

Placement [Promoted]

Role Model []

Title Reading [No]

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SECTION 3– FINALIZE YOUR GRADE BOOKS

**** Make sure your grade book is finished and accurate before doing these steps. New 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). ****

Do not complete the finalization process in your grade books using Harmony web access (where you log in 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.
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.

The screenshot shows the Harmony web interface for a grade book. The top blue bar contains buttons for 'Close', 'Save', 'Print', 'Assignment', 'Tools', 'Finalize', and 'Semester Test'. The 'Finalize' button is circled in red. Below the blue bar, the page title is 'Danville Community High School Grade Book' and the page number is 'Page 2'. The user's name is 'Neilson, Mike' and the course is 'SS1540-03 - US Government Period 4'. A 'Please review settings' dialog box is open, asking 'Are these setting correct?' with 'Yes', 'No', and 'Cancel' buttons. The 'No' button is circled in red. Below the dialog box, the 'Grade Book Preferences' window is open, showing fields for 'Grading Period' (set to 1) and 'Grading Scale' (set to Regular). A red box highlights these two fields, with an arrow pointing to a text box that says 'Verify the following information: Grading Period and Grading Scale'.

5. Verify the Grading Period and Grading Scale.
 - o Select Grading Period 1, 2, or 3 – corresponding to the trimester you are setting up your grade book for. (Trimester 1, select Grading Period “1”, Trimester 2, select Grading Period “2”, and Trimester 3, select Grading Period “3”).
 - o See images below for Grading Scale set up.
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 must do the following:
 - o Select **No** when asked “Are you sure you want to finalize this grade book?”
 - o Open one assignment (it does not matter which one) – click **Save** from the top blue bar and close the assignment.
 - o Save your grade book one final time.

South Elementary		
▼ Grading Scale		
Modified	—————	Used on an individual student basis
Pass / Fail	—————	Used on an individual student basis
Standard Grading Scale	—————	For all classes that use A-F grade scale

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- Click on the **Finalize** icon in the top blue bar.
 - A confirmation dialog box will appear asking if the settings are correct.
 - This time, select **Yes** to finish finalizing your grade book.
-

SECTION 4 – VIEWING 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 students' grades. You can also manually make any grade or comment corrections necessary before the deadline set by the office.

To view your finalized grade books:

1. Click on **All Grade Books** (in the left menu).
 2. Open (double-click) the last page of the grade book you wish to view.
- Note: Finalized grade books are only visible in the **All Grade Books** view.

To make a correction on a student's grade on an existing assignment:

1. Click on **All Grade Books** (in the left menu).
 2. Open the grade book and make the grade change as you would normally.
- Note: All changes MUST be completed before the DEADLINE set by the office.

To edit 'SUBJECT' comments:

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

How to edit the **Student Skills** document (aka 'GRADING PERIOD' comments)

1. Select **Student Skills** (in the left menu).
 2. This view is sorted by grade level. Scroll up/down until you find your name under the grade level you teach.
 3. Double-click on **Student Skills** under the current school year for the student you wish to edit comments for. This will open the document.
 4. Click the **Edit** button at the top and make your changes.
 5. **Save** and **Close** when done.
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SECTION 5 –FINAL VERIFICATION OF GRADES

REPORT CARDS WILL BE GENERATED IN THE OFFICE AND DISTRIBUTED TO HOMEROOM TEACHERS WHEN READY. TEACHERS SHOULD NOT CREATE REPORT CARDS IN HARMONY!

To review grades (print a **Grade Summary**):

1. Click on **All Grade Books** (in the left menu).
2. Open (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 each student's final grade for that class.
6. Verify the accuracy of each grade.
7. Print, sign, and turn in a copy of the **Grade Summary** report to the office for each grade book (subject you teach) by:

Trimester 1 – _____
Trimester 2 – _____
Trimester 3 – _____