

Do Now

- What questions do you have about communicating with teachers in Middle School?
- What concerns do you have about PupilPath, having already created your account and reviewed the pre-work materials?



**The Math & Science
Exploratory School**

Communicating with Teachers: Using an Online Gradebook Webinar

FACILITATORS: Kristina Davis & Tiffani Shedwell

PURPOSE

After this webinar, Parents are able to...

- ★ Use PupilPath confidently to view grades and progress
- ★ Understand the unique nature of a real-time gradebook
- ★ Determine when and how to communicate effectively with teachers

AGENDA



Overview of PupilPath

- **Account login and interface demonstration**
- **What makes up a grade and how this impacts what you see on PupilPath**

Effectively Communicating with Teachers

Next Steps & Resources

USING AN ONLINE GRADEBOOK

Our goal: Parents are able to view and understand student progress via PupilPath



Parents are able to navigate the gradebook



Parents are aware of grade fluctuation throughout the marking period

LOGGING INTO PUPILPATH

PupilPath

Please Sign In

Remember my email / id

 Secure Sign In

[Forgot your password?](#)

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When you log into the **PupilPath sign in screen** (www.pupilpath.skedula.com), you need the email address or User ID that you used to create your account and your password.

You **might** be asked to choose the school (15K447), the school Term (2016-2017), and the Student that you wish to view.

Pupil Path.com

Login

Log In

Log Out

Proceed to Pupilpath

Choose a School:

15K447 - The Math and Science Exploratory School

Choose a Term:

2015-2016: Term 1

Choose a Student:

[Redacted Student Name]

 Continue Login

HOME/COURSE SELECTION SCREEN

Main Navigation Bar



Home

Assignments

Grades

Class Performance

Report Cards

Transcripts

Exams

Attendance

Calendar

Progress

Grades Assignments Anecdotal Attendance Calendar

Follow @Skedula

Your student's COURSES

Follow @PupilPath

Courses

Select a course from the list below to view course performance.

Course	Title	Teacher	Department	Average
DSNM6-05	Dance Intro 6	J FARRELL	Dance	-
EENM6-01	English 6	KHAN	English/ESL	MP3 ★ 95.43
ZJMX6-03	Exploration 6	DONOFRIO	Functional Codes	MP3: ★ 97.39
ZLUNCH-01	Lunch		Functional Codes	-
GANM6QA-01	Advisory 6	SHEDWELL	Guidance	-
MMNM6-01	Math 6	WILSON	Mathematics	MP3: ★ 91.22
UANM6-07	Music Intro 6	MULLINS	Music	-
PPNM6-01	Physical Education 6	GENEEN	PE and Health	-
SSNM6-01	Science 6	FRANTZIS	Science	MP3: ★ 93.13

These Quick Action Icons allow you to view:

- A). "Real Time" Grades
- B). Assignments (both Past and Upcoming)
- C). Anecdotal (Notes about your student)
- D). Attendance records
- E). School Calendar

Click to see current grades within each subject

HOMEWORK (HW)

Click the **Magnifying Glass** to see details about the assignment and any attachments available

Category Average: The overall percentage of this category (HW), NOT the overall course grade. Look at all category averages to get a better idea of your student's areas of strength or weakness.

'M' = Missing. This assignment **CAN BE** made up for credit. It is averaged as a '0%' until it is completed.

'0' = No credit and student earns zero points. This assignment **CANNOT** be made up for credit.

Homework		Weight	Grade		
Date	Title				
6/10/16	 Final Exam Review	1	M	0%	0/2
5/27/16	 HW#24	1	2	100%	2/2
5/27/16	 HW #25	1	2	100%	2/2
5/13/16	 HW #23	1	0	0%	0/2
5/12/16	 HW #21	1	2	100%	2/2
3/18/16	 Test Prep HW #5	1	2	100%	2/2
3/17/16	 Test Prep HW #4	1	2	100%	2/2
3/15/16	 Test Prep HW #2	1	2	100%	2/2
3/15/16	 Test Prep HW #3	1	2	100%	2/2
Category Average:			★	92.73	

Grade and Percentage Received

Total Assignment Points

USING THE MAGNIFYING GLASS

Example 1

V #23

Description: Math 7 Accelerated Mathematics
Algebra I workbook page 293 #1-18

Due 2 months ago, added 3 months ago. Worth 2 points of MP3 Homework grade

Overall Grade: 0

Annotations:

- Detailed description of assignment** (points to the description text)
- GRADE: No credit received and CANNOT be made up.** (points to the grade '0')
- Due Date and Point Value** (points to the due date and point value text)

Example 2

Final Exam Review

Description: Math 7 Accelerated Mathematics
This assignment has no description.

Worth 2 points of MP3 Homework grade

Overall Grade: M

Annotations:

- Title of Assignment** (points to the title 'Final Exam Review')
- GRADE for Assignment: M = Missing. Please make up the assignment** (points to the grade 'M')

CORE SUBJECTS GRADE BREAKDOWN

15% = Homework

40% = Classwork and Participation

45% = Major Assessments (Tests, Quizzes, Projects, etc)

COMMON GRADEBOOK SYMBOLS

Symbol	What it means
Ex	Excused from assignment, do not have to make up
M	Missing (which is calculated as a 0), must be made up according to teacher deadline or it will convert to a 0
L	Assignment was late and credit has been lost
0	No credit, cannot be made up
INC	Incomplete, must re-submit

CLASSWORK (CW)

Click the **Magnifying Glass** to see details about the assignment and any attachments available

Category Average:
The overall percentage of this category (HW), NOT the overall course grade. Look at all category averages to get a better idea of your student's areas of strength or weakness.

Classwork

Date	Title	Weight	Grade		
6/10/16	WUMPS	1	5	100%	5/5
5/27/16	Where Should I Put My Couch?	1	1	100%	1/1
5/26/16	Distance Between 2 points ES	1	1.5	75%	1.5/2
5/12/16	Is This Triangle Right? Exit Slip	1	2	100%	2/2
5/10/16	Simplifying Radicals Exit Slip	1	1.5	75%	1.5/2
5/10/16	Marketing Madness	1	2	100%	2/2
3/22/16	Test Prep Entrance Ticket	1	1	100%	1/1
3/22/16	Simple Interest Classwork	1	.6	60%	0.6/1
3/21/16	Box and Whisker Classwork	1	1.1	110%	1.1/1
3/18/16	MAD Exit Slip	1	1	50%	1/2
3/18/16	MMMR Classwork	1	2.75	68.75%	2.75/4
Category Average:			✓ 86.02		

Grade and Percentage Received

Points Earned over Assignment Total

✓ 86.02

MAJOR ASSESSMENTS & TOTAL GRADE BREAKDOWN

Major Assessments

Date	Title	Weight	Grade		
11/18/15	Colonial America Essay	1	87.5	87.5%	87.5/100
10/23/15	Colonial America Quiz #1	1	49	98%	49/50
Category Average:			★ 91		

Announcements

No assignments in this category.

Resources

Total Grade Breakdown

Category Breakdown

Category	Worth	Average
Homework	15%	★ 98.64
Classwork and Participation	40%	★ 100
Major Assessments	45%	★ 91
Announcements	0%	-
	0%	-
Marking Period 1 Average:		★ 95.75

Category:
The different parts of the course that make up your student's total grade. These are the averages from above (Category Averages).

Worth: the amount (weight) of the category within the Total Overall Grade. Higher Worth Percentages = more impact on Total Grade Average

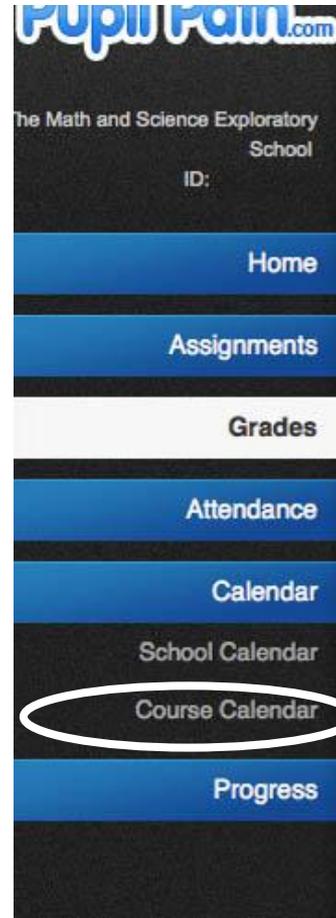
Average:
These averages are the Category Averages from the Homework, Classwork, and Major Assessment Categories.

Marking Period Average: The total grade average your student is receiving in this class. The average of all of the other categories into one Total average. **This is the Report Card average.**

A dash means that no grades have been assigned/graded in a category.

SELECTING VISUAL COURSE CALENDAR

- Using the Course Calendar allows you to instantly see ALL the assignments that have been assigned to your student!
- The Course Calendar organizes each assignment by class using COLOR to visually segment them for you.
- The Course Calendar allows you to see when items are assigned (View date), due dates, assignment descriptions or worksheets/Powerpoints for the assignment.
- When an item is graded, the grade will also be shown.
- On the Dashboard/Home Screen, click on Calendar. Then click on 'Course Calendar'.



Courses

Select a course from the list below

Course	Title
EENM7-04	English 7
ZJMX7-06	Exploration 7
ZLUNCH-10	Lunch
GANM7QA-10	Advisory 7
FSNM7-04	Spanish 7
MMNM7HC-05	Math 7 Accelerated
PHNM7-04	Health 7
PPNM7-04	Physical Education 7
SSNM7-04	Science 7
HSNM7-04	Social Studies 7

VISUAL COURSE CALENDAR

Turn Graded Assignments on/off with this button.

View Date (symbol of a lined piece of paper) - shows when an item is added to PupilPath

Due Date (symbol of alarm clock) - shows when an item is due.

Graded (symbol of a check mark) - shows that a previous assignment is graded. Click to see the grade in a pop-out box

Clicking on this button turns this course's assignments on/off in the Calendar

Click here to move forward and backwards in time

Clicking on the assignment pulls up all of that assignment's details and attachments

See today's assignments

Click to change the calendar view to a Monthly/ Weekly/ Daily view.

Navigation buttons: Show Graded Assignments, View Date, Due Date, Graded

Course Assignments:

- Advisory 7
- English 7
- Exploration 7
- Health 7
- Lunch
- Math 7 Accelerated
- Physical Education 7
- Science 7
- Social Studies 7
- Spanish 7
- Technology
- Theater Talent 7
- Visual Arts Elective 7

Calendar View: June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
		<ul style="list-style-type: none">UNIT 4- NOTESELA: PUBLISHEDHW #25	<ul style="list-style-type: none">ATD Book ClubELA HW: TKAMPresentationUn dia- projectELA: In-BookProject duel	<ul style="list-style-type: none">ELA CW: TKAMATD HomeworkELA HW: TKAM	<ul style="list-style-type: none">ELA CW: TKAMELA HW: TKAMLight InvestigationELA CW: TKAM	
5	6	7	8	9	10	
	<ul style="list-style-type: none">ATD Meeting #2ELA HW: TKAM	<ul style="list-style-type: none">ELA HW: TKAMATD Homework	<ul style="list-style-type: none">Quiz: Light andScience 7 - Major Assessments		<ul style="list-style-type: none">Final Exam ReviewWUMPS	

Navigation: month, week, today

VISUAL CALENDAR: DAILY VIEW

ID:

- Home
- Assignments
- Grades
- Attendance
- Calendar
 - School Calendar
 - Course Calendar
 - Progress

<input checked="" type="checkbox"/> Advisory 6	<input checked="" type="checkbox"/> Dance Intro 6	<input checked="" type="checkbox"/> English 6	<input checked="" type="checkbox"/> Exploration 6
<input checked="" type="checkbox"/> Lunch	<input checked="" type="checkbox"/> Math 6	<input checked="" type="checkbox"/> Music Intro 6	<input checked="" type="checkbox"/> Physical Education 6
<input checked="" type="checkbox"/> Science 6	<input checked="" type="checkbox"/> Social Studies 6	<input checked="" type="checkbox"/> Technology	<input checked="" type="checkbox"/> Theater Intro 6
<input checked="" type="checkbox"/> Visual Arts Intro 6			



today

Friday, May 20, 2016

month

week

day

Friday 5/20

HW #86 Textbook

Rocks and Minerals Test

Draft Realistic Fiction Story

Rome Army HW

VIEWING ASSIGNMENTS BY SUBJECT AREA

Seeing Assignments from Dashboard

Step 1: Click on Assignments

Step 2: Click on the Type of Assignments you want to see - All, Upcoming, or Graded

Step 3: Click on the Course that you want to View.

Step 4: Click on the **Blue Title** to see Assignment details, worksheets, PowerPoints, webpages, readings, or whatever else your teacher uploads. This will be in a pop out box

Scroll up/down to choose a course

Click to return to all Courses view

The screenshot shows the Pupil Path.com dashboard. The sidebar on the left has a navigation menu with the following items: Home, Assignments (circled in purple), All Assignments (circled in purple), Upcoming Assignments, Graded Assignments, Grades, Attendance, and Calendar. The main content area is titled 'Assignments - Social Studies 6'. At the top of this area, there is a dropdown menu for 'Select a course:' currently set to 'Social Studies 6 DAVIS', and a 'Show All Courses' button. To the right of the dropdown is a 'Show Filters' button. Below this is a table of assignments with the following columns: Assigned, Due, MP, Category, Title, and Grade.

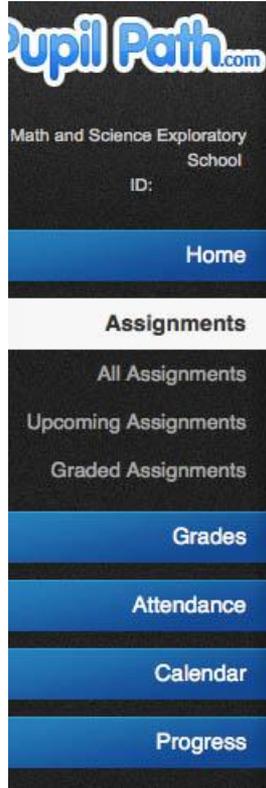
Assigned	Due	MP	Category	Title	Grade
Tue, Jun 7	Wed, Jun 8	3	Homework	Gladiators and Roman Entertainment WS	4 (100%)
Tue, May 31	Thu, Jun 2	3	Homework	Why Should We Care About the Republic Worksheet	4 (100%)
Tue, May 31	Tue, May 31	3	Classwork and Participation	Participation up to 5/31	9.5 (95%)
Sun, May 29	Sun, May 29	3	Classwork and Participation	Rome Army CW	4 (100%)

ASSIGNMENT DETAILS AND ATTACHMENTS

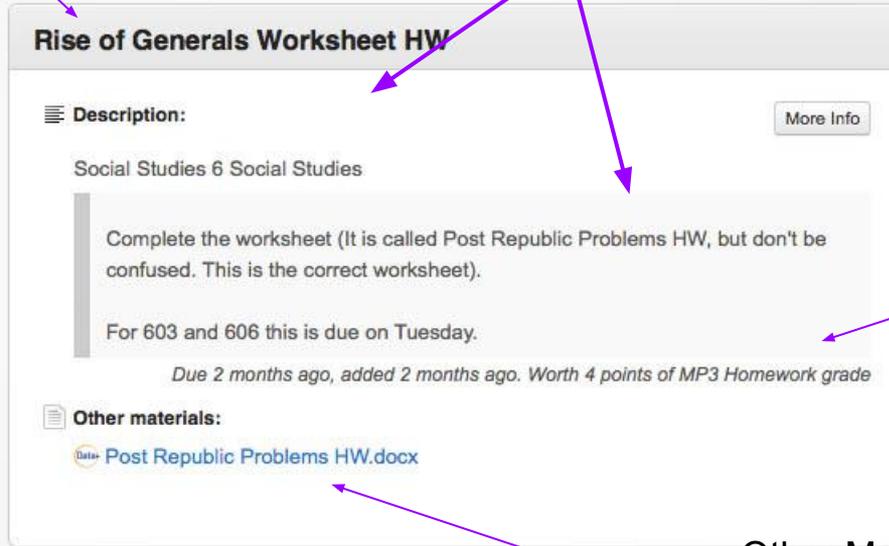
Title of Assignment

Description of Assignment

Grading Result - a grade will show here, or a gray box with "Not Graded"



Pupil Path.com
Math and Science Exploratory School
ID:
Home
Assignments
All Assignments
Upcoming Assignments
Graded Assignments
Grades
Attendance
Calendar
Progress



Rise of Generals Worksheet HW

Description: [More Info](#)

Social Studies 6 Social Studies

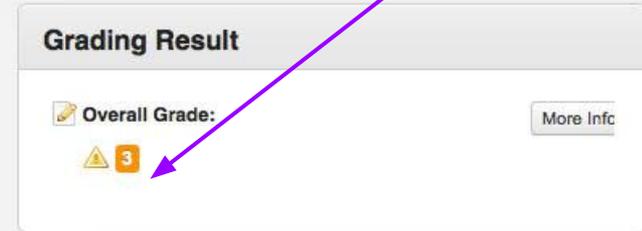
Complete the worksheet (It is called Post Republic Problems HW, but don't be confused. This is the correct worksheet).

For 603 and 606 this is due on Tuesday.

Due 2 months ago, added 2 months ago. Worth 4 points of MP3 Homework grade

Other materials:

[Post Republic Problems HW.docx](#)



Grading Result

Overall Grade: [More Info](#)

 **3**

Due Date, Point Value, Marking Period (MP), & Grade Category of Assignment

Other Materials: Additional attachments the teacher uploads to help with an assignment. A **Blue** highlight means that you can click to download or open it. Shown is the assignment worksheet

WHEN TO EXPECT GRADES TO BE ENTERED

- Assignments are graded in the order that they are received
- Due to number of students per teacher AND the attention given to each child's work, expect that assignments will be entered within a reasonable time
- Please note that late work receives low priority

GRADING SCENARIO 1

1. Which “Summer Fun” Assignment can still be turned in for credit?

2. Which “Summer Fun” Assignment can no longer be turned in?

3. If 8/11 was an A Day, when is the last letter day that “Summer Fun 2” can be turned in?

Homework

Date	Title	Weight	Grade		
8/11/16	 Summer Fun 1	1	0	0%	0/4
8/11/16	 Summer Fun 2	1	M	0%	0/4
Category Average:				0	

Classwork and Participation

Date	Title	Weight	Grade		
8/11/16	 Summer Fun CW	1	3	75%	3/4
Category Average:				75	

Major Assessments

Date	Title	Weight	Grade		
8/11/16	 Summer Fun Project	1	100	100%	100/100
Category Average:				100	

GRADING SCENARIO 2- PART A

Here are 2 Screenshots for Student A. On Day 3 of the trimester, Student A has an average of 100%. On Day 4, Student A's average is 50%.

1. What happened to cause A's grade to drop?

2. What should Student A do to improve their grade?

Date	HOMEWORK	DAY 3: STUDENT A	Weight	Grade		
8/11/16	Summer Fun 1		1	4	100%	4/4
Category Average:				★ 100		

Date	HOMEWORK	DAY 4: STUDENT A	Weight	Grade		
8/11/16	Summer Fun 1		1	4	100%	4/4
8/12/16	Summer Fun 2		1	M	0%	0/4
Category Average:				🚫 50		

Category Breakdown

Category	Worth	Average
Homework	15%	🚫 50
Classwork and Participation	40%	-
Major Assessments	45%	-
Announcements	0%	-
Resources	0%	-
Marking Period 4 Average:		🚫 50

GRADING SCENARIO 2- PART B

1. It is now Day 8 in the Trimester. How is Student A doing? What did Student A do to improve their grade?
2. What is Student A's Homework grade? What is Student A's grades in all other categories?
3. What is A's Overall Marking Period 4 Grade - so far?

Date	Activity	Score	Points Possible	Percentage	Grade
8/11/16	Summer Fun 1	1	4	100%	4/4
8/12/16	Summer Fun 2	1	3	75%	3/4
Category Average:				✓ 87.5	

Category Breakdown

Category	Worth	Average
Homework	15%	✓ 87.5
Classwork and Participation	40%	-
Major Assessments	45%	-
Announcements	0%	-
Resources	0%	-
Marking Period 4 Average:		✓ 87.5

GRADING SCENARIO 3

1. Look at Student B's Grade Breakdown. How is Student B doing?

2. What are Student B's STRENGTHS?

3. What are categories that Student B should improve?

Homework

Date	Title	Weight	Grade		
8/11/16	Summer Fun 1	1	0	0%	0/4
8/12/16	Summer Fun 2	1	0	0%	0/4
Category Average:			0		

Classwork and Participation

Date	Title	Weight	Grade		
8/15/16	Summer Fun CW	1	3	75%	3/4
Category Average:			75		

Major Assessments

Date	Title	Weight	Grade		
9/01/16	Summer Fun Project	1	100	100%	100/100

Category Breakdown

Category	Worth	Average
Homework	15%	0
Classwork and Participation	40%	75
Major Assessments	45%	100
Announcements	0%	-
Resources	0%	-
Marking Period 4 Average:		75

AGENDA

Overview of PupilPath

- Account login and interface demonstration
- What makes up a grade and how this impacts what you see on PupilPath



Effectively Communicating with Teachers

Next Steps & Resources

COMMUNICATION WITH TEACHERS

Our goal: Parents are able to determine when and how to effectively communicate their concerns to teachers.



Parents are able to encourage students to self advocate and communicate their grade concerns effectively



Parents are able to email time-sensitive concerns and set up meetings with teachers

WHEN TO CONTACT

Objective: Communication with teachers is efficient, while still supporting student self-advocacy

Step 1: If your concern is about a grade/assignment, review course lateness policies (found on curriculum packets), assignment rubrics and the term deadlines (found on the school master calendar) with your student first. PupilPath often has extra assignment details. Students can also consult their Homework Buddies if they are unsure about an assignment (listed on page 1 of their HW planner).

Step 2: Did your student reach out first? Encourage them to make the first communication attempt to a teacher either in person (before/after class or during office hours please) or via email. See page 11 of the student HW planner for a fantastic email template!

Step 3: If you have good reason to expect that your child will not self-advocate, or if the matter is confidential, then send an email to the appropriate staff member. Please note that teachers will respond to emails in the order that they are received, and will generally not respond to emails sent in the evening/over the weekend until the next school day.

WHO TO CONTACT

Subject Teachers	Advisor or Social Worker	Parent Coordinator
<ul style="list-style-type: none">★ Grades★ Homework Concerns★ Content Questions★ Extended Absences <p>(you should <u>always</u> tell the Pupil Secretary about absences- send in a note with your student)</p>	<ul style="list-style-type: none">★ Locker Issues★ Social Issues★ Illnesses★ Family Emergencies	<ul style="list-style-type: none">★ Bus Information★ Lunch Information★ Lost or forgotten items★ PupilPath account problems★ PupilPath password reset for Students★ Lost Forms

Note: When sending an email, please include your student's name and class in the subject, and a brief description of the issue, to all teachers of that class!

AGENDA

Overview of PupilPath

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Effectively Communicating with Teachers



Next Steps & Resources

NEXT STEPS

→ **Set Up Great Habits!**

- ◆ Craft out a dedicated time and place to review your student's HW and folder planner.
- ◆ Create "To Do" lists during HW time to plan out when to do each assignment
- ◆ Use the Pupil Path Visual Course Calendar to see when assignments are due and plan out time each evening/weekend
- ◆ Encourage your child to check off on the HW planner when assignments are complete!

→ **Encourage Self Advocacy!**

- ◆ Help your child access their student email account (to be set up in Tech class); use the email template on page 11 of the student HW planner to reach out to teachers as needed!
- ◆ If your child is missing a HW assignment (or was absent), have them check Pupil Path and/or contact a HW buddy first! (see page 1 of the HW planner for their HW buddy's name and number). If this is not possible, have them talk to a teacher when they return. Excused absences generally receive an extension; a parent note or email is helpful in these cases!

RESOURCES: MY STUDENT NEEDS HELP

- **Course Curriculum Letters:** Read through each course's curriculum letter/packet! There is so much important information in them.
- **Office Hours:** Wednesdays & Thursdays from 2:35 - 3:35. Students should sign up in advance to meet with individual subject teachers. They can attend more than one teacher's office hours if time permits. If your student takes the yellow school bus, they can still attend! There will be late busses that available AFTER Office Hours.
- **Quiet Room:** All students can access computers/ printers in the school's Quiet room at lunch or during Office Hours.
- **Parent Engagement Time:** Tuesdays 2:35 - 3:15. If you'd like to meet or talk during Parent Engagement, please email that teacher in advance.
- **After School Homework Help-** If your student is taking part in SONYC After School, then they may sign up for this activity on Wednesdays.
- **Dial-a-Teacher-** Monday- Thursday 4-7pm, 212-777-3380. Free service from the UFT.