



**The Math & Science
Exploratory School**

Communicating with Teachers: Using an Online Gradebook Presentation

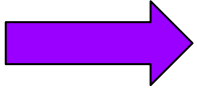
FACILITATORS: Kristina Davis & Tiffani Shedwell

PURPOSE

After this presentation, 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

LOGGING INTO PUPILPATH

PupilPath

Please Sign In

☐ Remember my email / id

 Secure Sign In

[Forgot your password?](#)

© CaseNEX - 2015

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:

 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)

Magnifying Glass
view assignment
details and any
attachments




Category Average:
overall category
percentage (NOT
the overall course
grade)

TIP: 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

| Date | Title | Weight | Grade | | |
|-------------------|---|--------|---------|------|-----|
| 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
Assign-
ment
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:

 **GRADE: No credit received and CANNOT be made up.**

Detailed description of assignment

Due Date and Point Value

[More Info](#)

Example 2

Final Exam Review


Description:

Math 7 Accelerated Mathematics

This assignment has no description.

Worth 2 points of MP3 Homework grade

Overall Grade:

 **GRADE for Assignment: M = Missing. Please make up the assignment**

Title of Assignment

[More Info](#)

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)

Magnifying Glass

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 |
| | | MAD Exit Slip | | | |
| | | Category Average: | | ✓ 86.02 | |



Grade and Percentage Received

Points Earned over Assignment Total

Category Average

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

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.

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 |

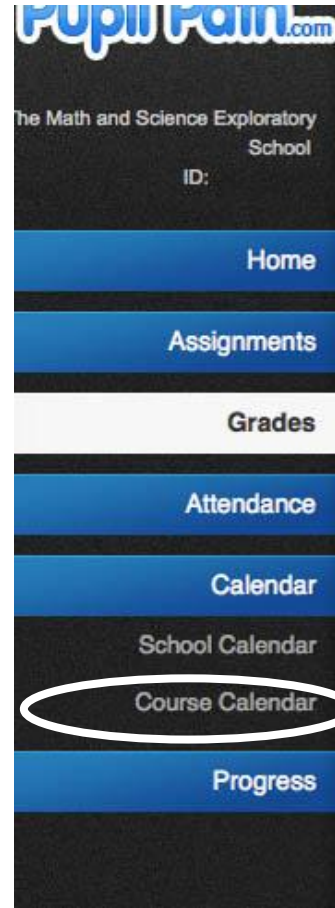
Category:
Each part of
a course..

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.**

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

SELECTING VISUAL COURSE CALENDAR

- **How to access it:** On the Dashboard/Home Screen, click on Calendar. Then click on 'Course Calendar'.
- Instantly see ALL assignments assigned to your student
- Organized by color
- 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



| 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

View Date (paper symbol) - shows when an item is added to PupilPath

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

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

Turn course assignments on/off

Click to move forward and backwards in time

Click to pull up assignment details and attachments

See today's assignments

Click to change the calendar view to Monthly/ Weekly

The screenshot shows the Visual Course Calendar interface. At the top, there are several controls: a 'Show Graded Assignments' checkbox (checked), a 'View Date' button (with a paper icon), a 'Due Date' button (with an alarm clock icon), a 'Graded' button (with a checkmark icon), and a 'Turn course assignments on/off' button (with a checkmark icon). Below these are rows of course assignment buttons: 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, and Visual Arts Elective 7. The main calendar area shows the month of June 2016, with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (29, 30, 31, 1, 2, 3, 5, 6, 7, 8, 9, 10). The calendar cells contain assignment details, including 'UNIT 4- NOTES', 'ELA: PUBLISHED', 'HW #25', 'ATD Book Club', 'ELA HW: TKAM', 'Presentation', 'Un dia- project', 'ELA: In-Book', 'Project duel', 'Quiz: Light and', 'Science 7 - Major Assessments', 'Final Exam Review', and 'WUMPS'. Annotations with arrows point to various elements: 'Show Graded Assignments', 'View Date', 'Due Date', 'Graded', 'Turn course assignments on/off', 'Click to move forward and backwards in time', 'Click to pull up assignment details and attachments', 'See today's assignments', and 'Click to change the calendar view to Monthly/ Weekly'.

View Date (paper symbol) - shows when an item is added to PupilPath

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

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

Turn course assignments on/off

Click to move forward and backwards in time

Click to pull up assignment details and attachments

See today's assignments

Click to change the calendar view to Monthly/ Weekly

VISUAL CALENDAR: DAILY VIEW

ID:

Home

Assignments

Grades

Attendance

Calendar

School Calendar

Course Calendar

Progress

✓ Advisory 6

✓ Lunch

✓ Science 6

✓ Visual Arts Intro 6

✓ Dance Intro 6

✓ Math 6

✓ Social Studies 6

✓ English 6

✓ Music Intro 6

✓ Technology

✓ Exploration 6

✓ Physical Education 6

✓ Theater Intro 6

◀▶

today

Friday, May 20, 2016

monthweekday

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 Up! 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 (circled in purple), Graded Assignments (circled in purple), Grades, Attendance, and Calendar. The main content area has a header with a course selector labeled 'Select a course:' showing 'Social Studies 6 DAVIS' and a link 'Show All Courses'. Below this is a section titled 'Assignments - Social Studies 6'. It contains a table with the following columns: Assigned, Due, MP, Category, Title, and Grade. The table lists four assignments, with the second one highlighted in yellow.

| 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:

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](#)

[More Info](#)

Grading Result

Overall Grade:

 **3**

[More Info](#)

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 | DESCRIPTION | STATUS | SCORE | PERCENT | GRADE | |
|-------------------|--|------------------|--------|---------|-------|-----|
| 8/11/16 |  Summer Fun 1 | DAY 8: STUDENT A | 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 | STUDENT B | | | 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

WHEN TO CONTACT

| If Student... | ...Then Student |
|--|--|
| is missing an assignment or was absent | should check with HW buddy or Pupil Path |
| is not sure when an assignment is due | should check PupilPath/curriculum letter |
| is falling behind on work or doesn't understand an assignment. | should come to office hours with a plan to complete the assignment. |
| requires additional support after trying the options above | should email the teacher directly or talk to them during the next day's class. |

WHO TO CONTACT

| Subject Teachers | Advisor or Social Worker | Parent Coordinator |
|--|--|---|
| <ul style="list-style-type: none">★ Grades★ Homework Concerns★ Content Questions★ Extended Absences (you should <u>always</u> tell the Pupil Secretary about absences- send in a note with your student) | <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 child's name and class in the subject, and a brief description of the issue, to all teachers of that class!

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

NEXT STEPS

→ Set Up Great Habits!

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

→ Encourage Self-Advocacy!

- ◆ Help your student access their student email account and pupil path
- ◆ Help your student contact their teachers on their own; use the email template on page 12 (blue section) of the student HW planner for an easy guide
- ◆ If your child is missing a HW assignment (or was absent):
 - Have them check PupilPath and/or contact a HW buddy (see page 2 of the HW planner for their HW buddy's name and number).
 - If they need additional support, 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

- **HW planner tools:** Read through the blue section of the HW planner for tools to help your student become a self advocate (HW buddies pg 2, email directory pgs 7/8, HW tracker pg 15, organization checklist pg 21).
- **Office Hours:** Wednesdays & Thursdays from 2:35 - 3:35.
 - ◆ Students can attend more than one teacher's office hours if time permits
 - ◆ Yellow school busses are available for students who attend office hours
- **Quiet Room Computers/Printer:** All students can access computers/printers in the school's Quiet Room (Room 356) at lunch or during Office Hours
- **Parent Engagement Time:** Tuesdays 7:40 - 8:15 or 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 LEAP 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. The following languages are available: Bengali, Chinese (Mandarin, Cantonese and Fukanese), English, French, Haitian-Creole, Russian, Slovak and Spanish