



## **ClassTools Achieve Grade Book**

Summary View

Unit View

Student Tracking

Resetting Assessments

# Grade Book

1. Click on the Grade Book link in the Tools menu.
2. Select a Classroom from the Drop-Down Menu.
3. By default, the Grade Book will be in Summary View. In Summary View you can see basic grade information for each unit, the Days Since the student last accessed the course, On Schedule %, Quality of Work %, Grade to Date, Overall Percentage. This is also where you can enter Midterm and Final Grades.

## Summary View

Welcome Demo Teacher4 (support@apexlearning.com)

Apex Learning

Grade Book

Tools

- Grade Book
- Reports
- Set Up Announcements
- Set Up Classroom
- Select AP Exam Review Subject
- Correlations
- Change Personal Info
- Orientation
- Run System Checkup

Alg1CTA - S464119 - School Year 2005-06

Show Completed Classroom Settings

GO TO MY SCHOOL ENROLL IN A COURSE

Legend  
Deadlines  
Grading Scales

|                 | Unit 1 (758) | Unit 2 (517) | Unit 3 (329) | Unit 4 (285) | Unit 5 (365) | Unit 6 (250) | Unit 7 (518) | Unit 8 (511) | Unit 9 (589) | Unit 10 (832) | Unit 11 (447) | U ( |
|-----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|-----|
| Access, All     | 94.0         | -            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0             | 0             |     |
| Achiever, Alice | 85.0         | 79.9         | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0             | 0             |     |
| Education, Eva  | 88.1         | 85.0         | 85.0         | 0            | 0            | 0            | 0            | 0            | 0            | 0             | 0             |     |
| Initiative, Ian | 83.0         | 77.4         | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0             | 0             |     |
| Jumpahead, John | 82.7         | 89.2         | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0             | 0             |     |
| Leamer, Larry   | 94.2         | 96.1         | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0             | 0             |     |
| Pupil, Patty    | 95.3         | 94.8         | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0             | 0             |     |

## Grade Book: Unit View

Selecting a Unit from the unit drop down menu refreshes the grade book display. Student performance at the individual activity level is displayed.

In the Unit View you have the ability to enter scores, reset computer scored activities, set due dates, proctor activities and more. You can use these controls at the Student or Class level.

Note: Make sure to click the **Save Changes** button when you adjust anything in the Grade Book!

The screenshot shows the Apex Learning Grade Book interface. At the top, it says "Welcome Jaclyn Boyes (jaclynb@apexlearning.com)". Below that, there are navigation buttons for "GO TO MY SCHOOL" and "+ ENROLL IN A COURSE". The main area displays a table for "Alg1CTAEss - S472509 - School Year 2006-07" with columns for different quizzes (7.1.2, 7.2.2, 7.2.3, 7.3.2, 7.4.2, 7.5.2, 7.5.3, 7.6.2) and a "Te" column. Rows represent students: "Achiever, Ally", "Thinker, Tom", and "Unique, Uma". Scores are shown in colored cells: green for mastered on first attempt, yellow for not mastered or late, and red for not mastered after three attempts. A "Tools" sidebar on the left lists various actions like "Grade Book", "Reports", "Set Up Announcements", etc. On the right, there are "Classroom level controls" and "Student level controls" boxes. Below the table, three text boxes explain the color coding: "GREEN: Mastered in first attempt.", "YELLOW: Not mastered after first attempt or assignment was late.", and "RED: Not mastered after third attempt." Arrows point from these boxes to the corresponding cells in the table.

|                | 7.1.2 Quiz<br>30 | 7.2.2 Quiz<br>30 | 7.2.3 Quiz<br>24 | 7.3.2 Quiz<br>30 | 7.4.2 Quiz<br>22 | 7.5.2 Quiz<br>30 | 7.5.3 Quiz<br>22 | 7.6.2 Quiz<br>18 | Te |
|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----|
| Achiever, Ally | 24               | 28               | 22               | 26               | 18               | -                | -                | -                |    |
| Thinker, Tom   | 26               | 26               | 20               | 10               | -                | -                | -                | -                |    |
| Unique, Uma    | 26               | 24               | 20               | 24               | 18               | -                | -                | -                |    |

**GREEN: Mastered in first attempt.**

**YELLOW: Not mastered after first attempt or assignment was late.**

**RED: Not mastered after third attempt.**

**Classroom level controls.**

**Student level controls.**

## Grade Book Controls

The diagram illustrates the controls for "Computer Scored" and "Teacher Scored" activities. It shows an "Override" button with a score of "22" and a "Proctor" button. Below these are "Due Date" and "Reset" buttons. Arrows indicate the flow of control from the Override button to the Proctor button, and from the Proctor button to the Due Date and Reset buttons.

This screenshot shows the top right corner of the Grade Book interface. It includes buttons for "ALERT", "LOGOUT", and "HELP" (with "STF080" next to "HELP"). Below these are buttons for "GO TO MY SCHOOL" and "+ ENROLL IN A COURSE". At the bottom, there are links for "Activity Scores Report" and "Legend", and a "Refresh" button.

Print out a copy of the Legend for a comprehensive look at the functions in the grade book.

**Reset** - Clicking this control will reset all of the computer scores earned by students within a section. When reset, the current score earned by a student is recorded for historical purposes, but the score earned by the student for grade book calculations is cleared. Once reset, students can retake computer scored activities to earn a new score.

## Mastery Based Learning

Mastery Based Learning is a powerful capability for controlling student access to course material. Teachers may configure their classroom with a minimum performance value that is applied to all computer-scored activities. Students are required to score at or above the specified level on computer scored assessments before the system releases the next section of course content. Students are permitted up to 3 attempts to master each computer scored activity before teacher intervention is required. Teachers also have access to the historical information about each student attempt through the Grade Book.

When Mastery Based Learning is enabled, student access to course content is controlled by their performance on computer scored assessments. An abbreviated course outline is displayed to the student providing them access to material they have previously mastered, up to and including the next computer scored assessment.

## Preview of Assessments

An instructor may direct themselves to any activity or assessment without leaving the grade book by clicking on the ULA at the top of the column.

The screenshot shows a grade book for 'CTA - S543038 - School Year 2007-2008'. It features columns for assessments '1.1.5 Quiz' and '1.1.6 Quiz'. The '1.1.5 Quiz' column has a '28' points available indicator. Student scores are shown in a table below. Red boxes highlight the ULA '1.1.5 Quiz' and the '28' points available. Callout boxes explain that clicking the ULA takes the instructor to the assessment, and clicking the '28' opens a screen showing class averages.

| Student | 1.1.5 Quiz | 1.1.6 Quiz |
|---------|------------|------------|
| LaKeita | 20         | 18         |
| Arielle | 16         | -          |
| iana    | -          | -          |

Within this view the teacher is able move through the assessment as a student would. The instructor may also preview (below) any question in the test bank by clicking on the 'preview' link.

**SUBMIT**      **PREVIEW**      **RESET**      **AUTO COMPLETE** ✓      **AL**

### Question 1 of 14

True-False: Please select true or false and click "submit."

$5 + 3 + 7 = 5 + 7 + 3$

A. True

B. False

Clicking on the Preview button will provide the teacher with a list of all available questions in the Test Bank.

The instructor may also scan all of the acceptable answers by toggling the Preview/Answers button (below).

File Edit View Favorites Tools Help

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**PREVIEW**      **CLOSE**

### Quiz: Properties of Operations

#### Question 1a of 14 ( 1 Commutative, Associative and Distributive Properties 90451 )

**Maximum Attempts:** 1  
**Question Type:** True-False  
**Maximum Score:** 2  
**Question:**  $5 + 3 + 7 = 5 + 7 + 3$

|     | Choice | Feedback |
|-----|--------|----------|
| *A. | True   | Correct! |
| B.  | False  |          |

**Global Incorrect Feedback**  
The correct answer is: True.

#### Question 1b of 14 ( 1 Commutative, Associative and Distributive Properties 259825 )

**Maximum Attempts:** 1  
**Question Type:** True-False

This button will toggle between the 'Preview' view and the 'Answer' view (shown) which provides the instructor with the accepted answers to test bank questions. This is particularly valuable for checking what answers are acceptable for fill-in-the-blank questions.

## Activity History

Any time an activity score is modified, an audit record is created in the Apex Learning Grade Book. The history of changes made is accessible by double clicking on the activity score to open the Activity Details Report. This data can be viewed at either the Classroom level (giving aggregate data) or the Student level.

CTA - S543038 - School Year 2007-2008

| Activity   | Points Available | Points Earned |
|------------|------------------|---------------|
| 1.1.5 Quiz | 28               | 18            |
| 1.1.6 Quiz | 18               | -             |

Clicking on the ULA will take instructor directly to this assessment

Clicking on the 'points available' will open a screen showing class averages for this assessment

| Student | 1.1.5 Quiz | 1.1.6 Quiz |
|---------|------------|------------|
| LaKeita | 20         | 18         |
| Arielle | 16         | -          |
| iana    | -          | -          |

## Class Level Data

By clicking on the 'Points Available' below the word Quiz at the top of the column, the teacher can determine how, as a class, their students are doing.

Activity Details - Windows Internet Explorer

http://whitehat.apexvs.com/APEXUI/Gradebook/showDetails.aspx?gradebookID=08

### Classroom Activity Details

**Activity 1.1.5: Quiz: Properties of Operations**

Last Due Date: 06 Dec 2007  
 Points Possible: 28  
 Minimum Mastery Score: 20

**Student Performance**

Class Average: 18.8 (67%)  
 Number Students Complete: 16 (89%)  
 Number Mastered: 11 (61%)  
 Average Attempts to Master: 4.5

**Classroom Assessment Summary Information**

**Assessment Bloom Levels**

| Bloom Level    | Q's | Class Average |
|----------------|-----|---------------|
| 1. Knowledge   | 10  | 79.4%         |
| 3. Application | 4   | 31.9%         |

**Assessment Categories**

| Category  | Q's | Class Average |
|---|-----|---------------|
| 1. Absolute Value                                       | 2   | 86.1%         |
| 2. Commutative, Associative and Distributive Properties | 4   | 54.2%         |
| 3. Equations and Inequalities                           | 3   | 51.9%         |
| 4. Inequalities and the Number Line                     | 2   | 80.6%         |
| 5. Integers, Postitive and Whole Numbers                | 2   | 75.0%         |
| 6. Sets, Subsets and Elements                           | 1   | 66.7%         |

The data from the classroom level report can be used to diagnose and drive instruction. In the above example, the instructor may use this data to begin preparing the students for State Proficiency testing – Absolute Value may be a topic that is skipped, while Equations may merit some time in review. The instructor may also use this data to drive instruction for new students, creating worksheets or extra activities in areas where the students are, as a whole, not being successful.

## Student Level Data

This same data may be obtained for individual students by double clicking on the students score.

|        |   |    |    |
|--------|---|----|----|
| lee    | i | -  | -  |
| ttany  | i | 22 | 16 |
| Joseph | i | 14 | 18 |

The student summary information along with a record of every attempt (circled) of that test is recorded.

### Activity Details for [REDACTED]

#### Activity 1.1.5: Quiz: Properties of Operations

|                        |     |
|------------------------|-----|
| Due Date:              | N/A |
| Points Possible:       | 28  |
| Minimum Mastery Score: | 20  |

#### Student Performance

|                               |            |
|-------------------------------|------------|
| This Student's Current Score: | 20 (71%)   |
| Class Average:                | 18.8 (67%) |
| Number Students Complete:     | 16 (89%)   |
| Number Mastered:              | 11 (61%)   |
| Average Attempts to Master:   | 4.5        |

#### Activity History

| Date Recorded | Score        | Time Taken   |
|---------------|--------------|--------------|
| 13 Sep 2007   | 20 (BolinTa) | 3.07 minutes |
| 13 Sep 2007   | 14 (BolinTa) | 4.62 minutes |
| 13 Sep 2007   | 18 (BolinTa) | 9.15 minutes |

#### Student Assessment Summary Information (most recent attempt)

##### Assessment Bloom Levels

| Bloom Level    | Correct/Q's | Average |
|----------------|-------------|---------|
| 1. Knowledge   | 10 / 10     | 100%    |
| 3. Application | 0 / 4       | 0%      |

##### Assessment Categories

| Category  | Correct/Q's | Average |
|---|-------------|---------|
| 1. Absolute Value                                       | 2 / 2       | 100%    |
| 2. Commutative, Associative and Distributive Properties | 2 / 4       | 50%     |
| 3. Equations and Inequalities                           | 1 / 3       | 33%     |
| 4. Inequalities and the Number                          | 2 / 2       | 100%    |

Clicking on the individual test dates will bring up each version of that student's test and how that student answered every question (including how the student responded on fill-in-the-blank questions) along with the Apex accepted answer.

|             |              |              |
|-------------|--------------|--------------|
| 13 Sep 2007 | 14 (BolinTa) | 4.62 minutes |
| 13 Sep 2007 | 18 (BolinTa) | 9.15 minutes |

#### Activity Attempt

**Question 3** ( 3 Equations and Inequalities 90457 )

Which of the equations or inequalities below are true?

| Correct                             | Your Answer                         |                | The answer is:                       |
|-------------------------------------|-------------------------------------|----------------|--------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            | A. $8 - 6 > 2$ | The correct answer is: $8 - 6 = 2$ . |
| <input type="checkbox"/>            | <input type="checkbox"/>            | B. $8 - 6 < 2$ |                                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | C. $8 - 6 = 2$ |                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | D. $6 - 8 = 2$ |                                      |

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**Question 4** ( 1 Integers, Positive and Whole Numbers 134049 )

The set of **whole numbers** includes \_\_\_\_\_ and all positive integers.

|  |                              |
|--|------------------------------|
| <b>Correct Answer:</b> zero, 0                               | <b>The answer is:</b>        |
| <b>Your Answer:</b> zero <input checked="" type="checkbox"/> | The correct answer is: zero. |

Reviewing student test data, particularly prior to resetting a test, may be helpful in diagnosing specific issues the student is having within a given lesson.

## Grade Book Interface

When a classroom is configured for Mastery Based Learning, the Apex Learning Grade Book reflects student performance using a color-coding system. Each computer scored activity completed by your students will be outlined in green, yellow, or red based on the score earned and the number of attempts required to achieve a Mastery Level score.

- **Green** - Indicates that the student has earned a Mastery Level score on the assessment on their first attempt and that they completed the attempt on or before the activity due date.
- **Yellow** - Indicates that the student:
  - Earned a Mastery Level score on the assessment on their first attempt but completed the activity after the due date.
  - Earned a Mastery Level score on the assessment on their second or third attempt.
  - Has yet to master the assessment but has yet to attempt the assessment 3 times.
- **Red** - Indicates that your student has failed to earn a Mastery Level score after their third attempt.

## Resetting Assessments

In mastery based learning, when a student fails to meet the minimum benchmark set in the classroom for the third time, the test will lock and will appear outlined in red in the teacher grade book.

At this time the instructor should **reset** the test. Resetting the test will allow the student another three attempts at the test before locking again. Resetting **will not** allow the student to move forward without showing mastery. Please note that **unlocking** an assessment will allow a student to retake a test but **will also allow the student to move forward without proving mastery**. In most master based settings, the unlock function will not be used.

### Some things to keep in mind...

It is important to put some sort of a 'roadblock' in place to discourage students from reaching (and failing) that third attempt. This serves two purposes – first, in letting the student know the importance that you place on good study habits, second, to save the teacher time in not having to constantly reset tests.

One or more of the following strategies can be used. You may think of your own. Be creative!

- Require that the student provide a full set of handwritten notes for the lesson including defining of key terms, listing of important dates/facts, writing down formulas, etc....
- Require that students complete all worksheets (this may be appropriate in Math courses for example) prior to resetting.
- Require that once a student has failed an assessment for the third time that they must complete a handwritten assessment while sitting next to the teacher (no resetting). The grade in this case would be hand entered.
- Require that the student do 100 push ups (just kidding...but you get the idea...be creative. Make it uncomfortable for the student to hit that third try – and a real positive for the student to spend some time in the study and take some notes!)