

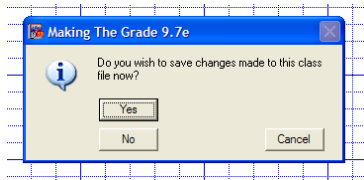
14) **Click next to close the dialog box.** You can always go back and change the category.

15) **Click on the box to enter a score,** 1.2.3.4. Or exc (excused) cht (cheating) or tru (truant) or + to indicate completed but no score.

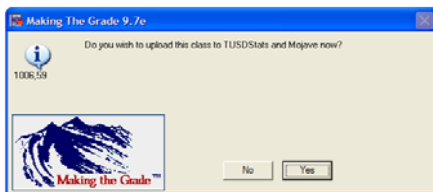
A "0" can also be entered. If you try to enter a number greater than 4 or any other letter combinations it will default to 4.

Publish Class Assignments to the Web

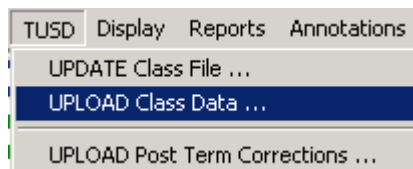
When you close MTG it will prompt you to save. Click "yes"



It will then prompt you to upload into TUSDSTATS. Click "yes"



You can also upload while using the program, Click TUSD menu, Upload class data



The Power is in the UPLOAD!

Once you have uploaded your rubrics to TUSDSTATS, all the assignments and scores will be sorted by the category (strand). Reports can be created in TUSDSTATS for all assignments, or for select strands or range of assignments.

Upon opening up Report Card Builder all the assignments will list beneath each strand, enabling you to easily see the rubrics for finally scoring into RCB.

Parents will also be able to see scores if they have a TUSDSTATS parental account.

Teachers now have a wonderful new tool to communicate even more about the specific strands they have worked hard to teach over the course of the quarter. Instead of having just the rubric score in the progress report, the parents will see the assignment and progress made toward the goal. This is an easy and effective way of communicating and a giving parents a clearer understanding of the given rubric scores.

For more information:

MTG <http://edweb.tusd.k12.az.us/mtg.asp>

RCB

http://instech.tusd.k12.az.us/Progress_Report_Web/index.htm

To schedule training:

Contact Cristina Franco-Carrillo or Rich Lippman

Cristina.francocarrillo@tusd1.org

Richard.lippman@tusd1.org

225-6278

Making the Grade for Elementary

For a complete set of directions on Making the Grade see "Making the Grade Basics" at <http://edweb.tusd.k12.az.us/mtg.asp> but these are the 3 steps in general...

1. Export Class Lists from Mojave

Do this before setting up or updating classes in Making the Grade. All new class files in Making the Grade **start** with a Mojave text file export.

2. Create (or Update) Classes in Making the Grade

Starting with an exported class list, teachers can set up or update their classes. All class information is automatically entered!

3. Publish Class Assignments to the Web

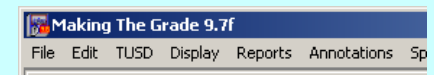
In one step, teachers can publish a current list of assignments and rubric scores to the web, automatically sorting by strand into RCB.

Parents will be able to view assignments and rubric scores using their Parental Access logins.

Before You Begin:

Be sure you have the latest version of MTG!

A shortcut to Making the Grade is on your desktop and when you launch Making the Grade it should show that it is version 9.7 or greater. In addition, there will be a "TUSD" menu:



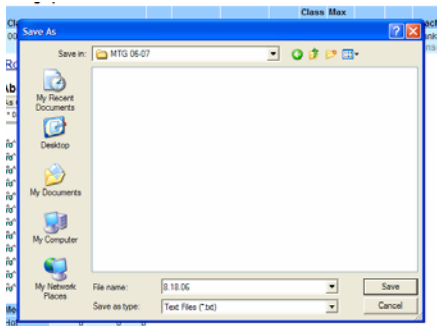
If you do not have the latest version or are missing the shortcut on your desktop: log off the computer, log back in to load the program and shortcut.



Export Class Lists from Mojave

- 1) Click on **“Class”** in Mojave and open your class (see <http://edweb.tusd.k12.az.us/handouts.asp>).
- 2) Click on the link **“Roster Export to Making the Grade”** (after clicking the “class” button)
- 3) **Save** the class file, rename it with a DATE. (8.18.06)

If this is the first time using MTG, you will want to create a folder in “My Documents” for your MTG files. (i.e.MTG 06-07)



- 4) **If desired, repeat** this for your PM class (by first opening the class and clicking on “Export Class to Making the Grade”).

Each class allows 960 assignments for the entire year. You may want to use the AM list for math and language arts and PM list for the other subject areas.

You are limited to only two class files. (AM and PM)

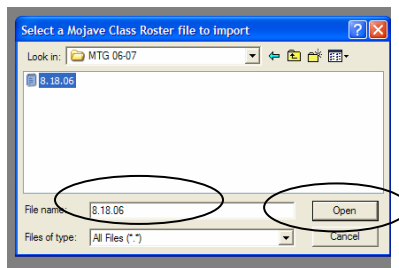
Recommended Option:

Download only the AM file, when 960 assignments are filled, download PM text file.

Do Not create multiple subject files using the same AM download. Once it is uploaded to TUSDSTATS, the file will override each other.

Create (or Update) Classes in Making the Grade

- 5) Launch your copy of **Making the Grade**.
- 6) The first time using the program, save your preferences file (in your Private folder, MTG 06-07)
Create your own password and one for your assistant if they will be entering scores.
- 7) Click on **“cancel”** (the first time setting up)
- 8) Select **File-SET UP a new class...**
- 9) Open the correct downloaded class file:



- 10) Class info. will automatically be entered. You can choose your own roster numbers if desired.

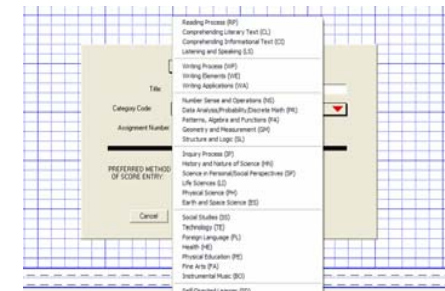
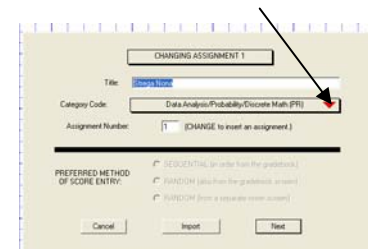


NOTE: To update your class list, you will need to download a new class data file from Mojave. You cannot manually update your class list. You can also select TUSD-UPDATE Class file... to update your class list. New students will be added and students no longer in the class will be dropped and “grayed out” but will still be there in case they return.

Student Last Name	First Name	I.D. Number	Stu Sex	Group Code	Std Sys	Group Sys
1. Sample	Iana	STUDENT# 1			1	
2. Student	Ann	STUDENT# 2			1	
3. Versace	Donatella	STUDENT# 3			1	
4. Burton	Richard	STUDENT# 4			1	

Entering Assignment Categories and Scores

- 11) Click **assignment categories**, the assignment dialogue box will appear. Title the assignment, If you do not give it a title it will default to today's date. **Hint:** type in the date the assignment was due.
- 12) Click the **red arrow** to see the strand selection list (category code)



- 13) Click on the **strand** for the assignment.

If the assignment will satisfy more than 1 strand, add a new assignment. (same name if desired) and select a different strand.