

## Teacher's Guide to Recording and Reporting Grades for the Fifth Six Weeks

Hello Teachers!

Since we first knew of the school closure because of Covid-19, we have been having discussions with various groups of teachers, campus leaders, and district administration about how grades should be handled during this LONG six weeks (Feb 19 -May 21\*). Our #1 goal was to create a policy and accompanying procedures that would be in the best interest of our students. An additional priority was to create a system that would be as clear and easy as possible for teachers, and of course, it needed to be a policy that met TEA's requirement for auditable evidence of student learning expressed in terms of mastery.

Developing a plan was further complicated because this 5<sup>th</sup> six weeks grading period straddles two different instructional delivery systems, and the software wasn't prepared to accommodate this situation. The **GOOD NEWS** is that the software has just been updated in a way that we can now use our familiar TxGradebook and Parent Portal to report grades.

Even though hours were spent in its development, the policy will not be perfect for every student and situation. It will, however, guide us in a way that honors the Pampa ISD philosophy: Grace is Greater than Grades. (*grace>grades*) You are encouraged to read the entire policy (April 9 update) for more detailed explanation.

The philosophy and requirements expressed in the Covid-19 Grading Policy Handbook have not changed – only the procedures.

**Don't forget:** None of the grades earned during the second semester (Jan 7-May 21) will "count" in any calculation. The exception is PHS where the grade average will determine whether credit is awarded (or not), but the average will NOT be included in GPA for local honors or class rank calculations.

*\*It is possible that the 5th six weeks could end before May 21. If we return to school before the school year ends, those days will make up the 6th six weeks.*

### **GRADES EARNED AT SCHOOL**

Teachers will review grades entered in TxGradebook from Feb 19 – Mar 13. **Any grade that is at or below 50 will need to be adjusted to a 65.** Other adjustments for grades during this time period will *not* be necessary. Teachers will *not* be required to perform the multi-step instructions on converting existing grades to performance levels. Updated software has fixed that! Yay!

### **GRADES EARNED DURING HOME LEARNING**

**Use performance levels (and their corresponding grades) to record numerical grades in TxGradebook during Home Learning period:** All grades will follow the current (Covid-19) grading policy. Mastery = 100; Approaching Mastery – 75; No Mastery: No Evidence of Progress = 65 **Using these performance levels and their corresponding grades is required for all campuses.**

For **Apr 6-10**, teachers will create two assignments, both called “**Assignment 4/6 to 4/10**” in TxGradebook. One assignment will be categorized as Practice/Daily Work; one will be categorized as Evaluation. Even though the weekly assignments may not include an evaluation, it is necessary to enter an assignment name/grade into *all categories* for grades to calculate correctly in the software. If your campus/course has three or more categories, an assignment and grade must be entered for each of them.

For **Apr 15-24**, the assignments will be named “Assignment 4/15-4/24.” An assignment with that name will be created for each category of grades. The same grade that corresponds to the weekly performance level will be entered into both assignments (different categories) for the week. Mastery: 100; Approaching Mastery– 75; No Mastery – 65.

For **Apr 27-May 1** – Follow the same procedure as for the previous two weeks.

For **May 11-21** – Follow the same procedure as for the previous three weeks.

Instructions for posting 5<sup>th</sup> six weeks and semester grades will be available as the time approaches.