

CCS-PSP Gradelink and Course Standards Instructions

- The School ID is 502; use the Username and Password given to you by the High School Coordinator (you will be issued a new username and password each school year) ; a separate username and password will be given to you for your student(s) to access their assignments and current status.
- **DO NOT give your students your teacher password.** If your Password is compromised, contact the High School Coordinator to change it; don't change it yourself.
- Sign on to Gradelink, www.gradelink.com, and watch the online Video Tutorial item #s 1, 2, 4 and 6, understanding that some features may not apply to CCS-PSP parent/teachers.
- The Grading Scale is already setup to align with Calvary Christian School's Grading Scale; **DO NOT change the grading scale.**
- The High School Coordinator will set up your classes (**DO NOT USE the Assignment Types tab**) and assign your students to those classes according to the Class Schedule and Course Descriptions & Standards forms you have submitted.
 - For subject titles the following standard class titles will be used:
 - § Bible 9, Bible 10, etc. according to grade level
 - § English 9, English 10, etc. according to grade level
 - § Algebra 1/2, Algebra 3/4 (this is Algebra 1 in 2 yrs), Algebra 1, Algebra 2, Geometry, etc.
 - § Biology, Chemistry, Physical Science, etc.
 - § World History I, World History 2, U.S. History, Economics, American Government
 - § Spanish 1, Spanish 2, French 1, etc.
 - § Art, Drama, Music, Choir, Instrument, Home Economics, Auto Shop, Health, Driver Ed, P.E., Sports, etc.
 - § Courses that don't fall into these categories may be custom named
 - Remember on your Course Standards:
 - § There must be an Assignment Type "Test" worth at least 25% of the grade for academic subjects; Semester Finals may be included in that Assignment Type or be a separate type at 25%
 - § English must show all four components in addition to tests/semester finals and may be customized according to your curriculum. Here are a couple of examples:

• Composition (recommend at least 25%)	OR	Daily Assign.-Lit & Voc
• Literature (recommend at least 25%)		Daily Assign.-Comp & Grammar
• Grammar		Tests (25%)
• Vocabulary		Semester Final (25%)
• Tests – 25% and/or Semester Final – 25%		
- You may begin entering assignments or you may add them and score them at the same time, but you must bring them current weekly.
- Always enter & grade your assignments based on **points; choose the Grading Style "Points"**.
- College and other school classes (except CCS) need only 1 assignment entered; call it whatever the name of the school is and "Grade", e.g. "Palomar Grade", "Mira Costa Grade", choose "Letter Grade" on Grading Style, then score it with the grade given by the school and turn in a copy of the report card with your semester materials – **these are the only classes that you are to score with a letter grade (be sure to return to a "Points" Grading Style in your other classes).**
- Throughout the grading period, the only tabs you are to use are the **Grading Sheet** and **Assignments** tabs; **DO NOT use any other tabs please.**
- All final assignments must be entered and scored on or before 7 days following the end of the quarter –at that time **you must conclude all classes using the Conclude tab.**

- Administration will generate Report Cards and set up classes for the next grading period.
- Attendance must be tracked in the Attendance class only.

By taking the time to read and follow these instructions, your record-keeping will be easier and accurate.

ERROR: undefined
OFFENDING COMMAND:

STACK: