



Focus: KG ELA & Math Rubric Based Gradebook Setup and Grade Posting Directions

Purpose: The purpose of this document is to demonstrate how to set up the regular report card gradebook for KG ELA and Math so you are **only having to post a single grade in the gradebook per 9 Weeks**. This is instead of entering weekly grades for ELA and Math. KG Teachers still enter the S, N, or U for each standard on the standards report card during the 9 weeks. ([Directions for posting standards grades.](#))

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Gradebook Settings

1. When you are in your gradebook, click on the settings icon and verify your setup.

KG Teacher | ES Sample School | 2024-2025 | QUARTER 1 | 02 - 017 - LANG ARTS KG

Reports | Settings

2. Check the “Weight Assignment grades by category” area to see if it is selected or not. Since you only have a single grade for ELA and Math as it comes from the Standards Based Grading Rubric, we are not going to weight the categories. So in this example, make sure the “weight assignment grades by category” is deselected (not selected).

Close

Default Assignment Points:

Default Due Date: ☒ Today ☐ Tomorrow

Assignment Sorting: ☐ Newest First ☐ Newest Last ☐ Assigned Date ☐ Due Date ☐ Publish Date ☐ Category ☐ Alphabetical

☐ Weight assignment grades by category

☐ Add assignments to all sections of your course by default

☒ Show all assignments on student portal (Remove publish date)

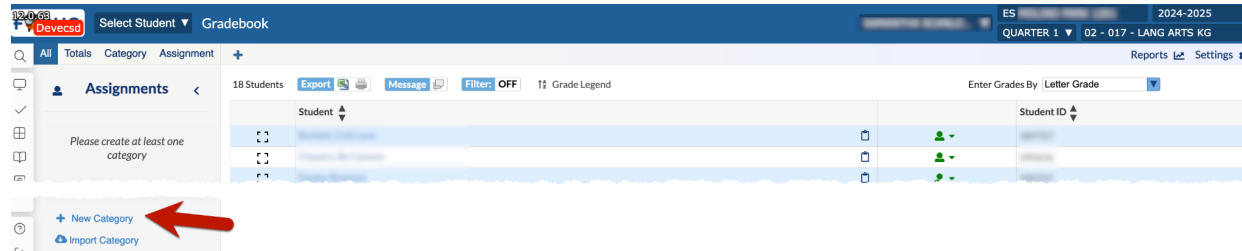
View Options | Configuration | Groups | Grade Colors



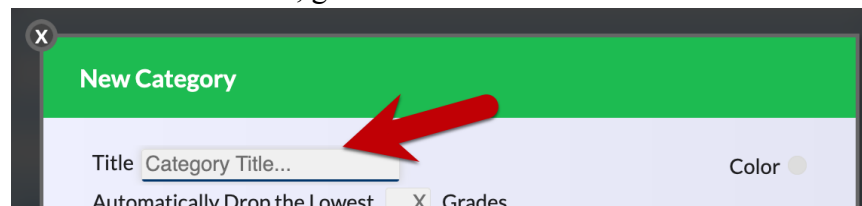
Student Information System (SIS)

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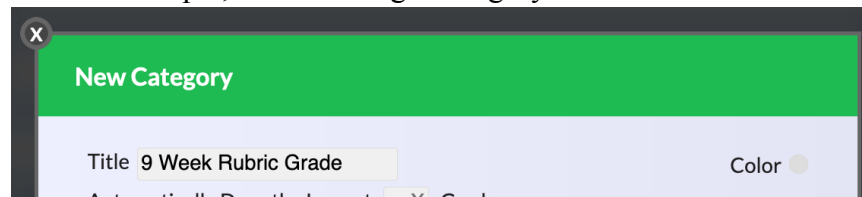
3. Next, it is important to set up a Category. Focus requires at least one (1) category to be set up in your gradebook. If you have not set up at least one category, please set one up. Below is an example:
 - a. Go to the Category tab and click on “New Category”



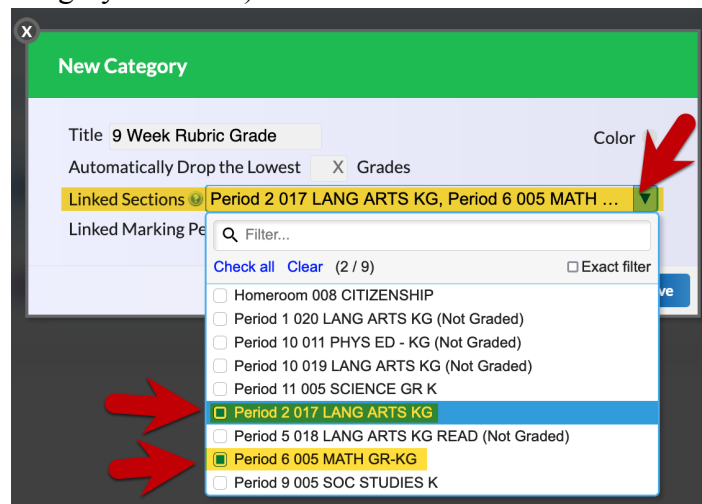
- b. When the screen loads, give it a name.



For this example, I am creating a category called “9 Week Rubric Grade.”



- c. Next, I am wanting to link this category to both the ELA and the Math sections. (Note: This is up to you. I went ahead and linked so I only had to set up this category one time.)





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- d. I then made sure the Linked Marking Periods were selected for all of the quarters.

- e. I then click on Save.

4. The next step is to create the assignment. Click on the Assignment tab. Click on “New Assignment” and a window will pop up.



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When the new window opens, fill out the following values:

The screenshot shows the '9 Week Rubric Grade' assignment setup form. Red arrows and letters A through G point to the following fields:

- A**: Title field (9 Week Rubric Grade)
- B**: Points field (100)
- C**: Assigned Date field (09/30/2024)
- D**: Due Date field (10/11/2024)
- E**: Autofill field (100 Points)
- F**: Description field (Grade from ELA KG Rubric)
- G**: Save button

- Title:** Enter a title for the assignment. I suggest using “9 Week Rubric Grade” for the assignment name.
 - Points:** Enter in a value for points. I would enter in 100 for the point value.
 - Assigned Date:** Check the date in this box. You can use the current date. This date has to be equal to or prior to the last day of the marking period.
 - Due Date:** Make the due date the last day of the marking period.
 - Autofill:** This is optional. If you are wanting everyone to have an “S” by default, then go ahead and put in 100 points for this value. This is to make sure in step b above, your assignment points possible is 100.
 - Description:** Enter a description. For this, I used “Grade from ELA KG Rubric.” If this was a Math class, I would have used “Grade from Math KG Rubric.”
 - Save:** When everything is done, make sure you click on the “Save” button.
5. It is now time to enter grades into the gradebook.
- Before entering, you will need to make sure you change the “Enter Grade By” from “Points” to “Letter Grade.”

The top screenshot shows the gradebook interface with the 'Enter Grades By' dropdown set to 'Points'. A red arrow points to the dropdown, and a red circle with a slash is over the 'Points' option. A red arrow points to the 'Letter Grade' option in the dropdown menu.

The bottom screenshot shows the gradebook interface with the 'Enter Grades By' dropdown set to 'Letter Grade'. A red arrow points to the 'Letter Grade' option in the dropdown menu.



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- c. You are now ready to enter grades. If you used the auto-fill option, you will just need to change the S value to an N, U, or I for any students that earned that value.

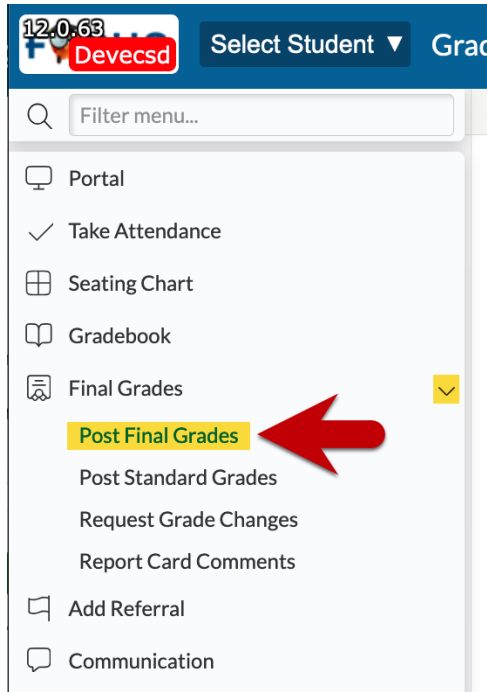
18 Students Export Message Filters OFF Grade Legend Enter Grades By Letter Grade

Student	Student ID	9 Week Rubric ... 100 Points Assigned 09/30 Due 10/11
Student		100
Student		57
Student		100
Student		57
Student		68
Student		100
Student		68
Student		100
Student		100

- d. Click in the cell to enter the “Letter Grade” and it should update the grade.
e. Repeat this for each student based on the K Standards Based Rubric score for the marking period you are in.

Posting Final Grades

1. When it is time to post Quarter or Full Year grades, go to the menu on the left and click on Final Grades and select “Post Final Grades” to bring up the posting screen.

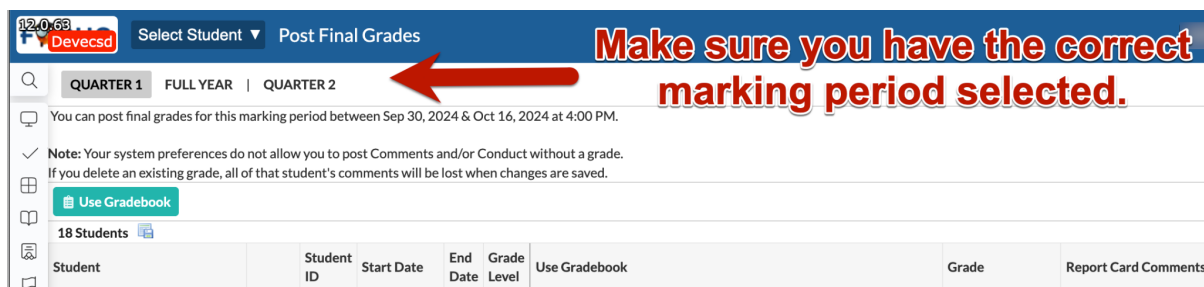




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- When the posting screen loads, make sure you are in the correct marking period for which grades need to be posted. You will also notice you can only post letter grades on this screen.



Make sure you have the correct marking period selected.

12:00 PM Devecsd Select Student Post Final Grades

QUARTER 1 FULL YEAR QUARTER 2

You can post final grades for this marking period between Sep 30, 2024 & Oct 16, 2024 at 4:00 PM.

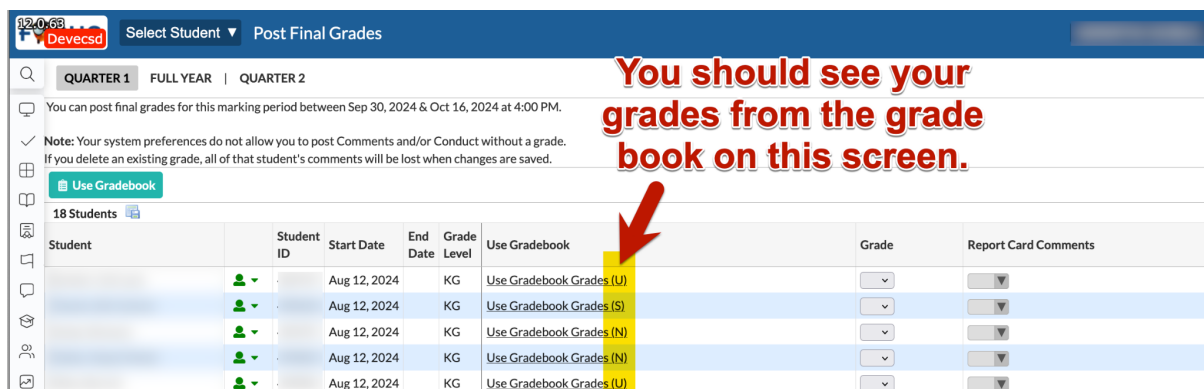
✓ Note: Your system preferences do not allow you to post Comments and/or Conduct without a grade. If you delete an existing grade, all of that student's comments will be lost when changes are saved.

Use Gradebook

18 Students

Student	Student ID	Start Date	End Date	Grade Level	Use Gradebook	Grade	Report Card Comments
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- You should also see the grades from your gradebook if you look at the “Use Gradebook” column.



You should see your grades from the grade book on this screen.

12:00 PM Devecsd Select Student Post Final Grades

QUARTER 1 FULL YEAR QUARTER 2

You can post final grades for this marking period between Sep 30, 2024 & Oct 16, 2024 at 4:00 PM.

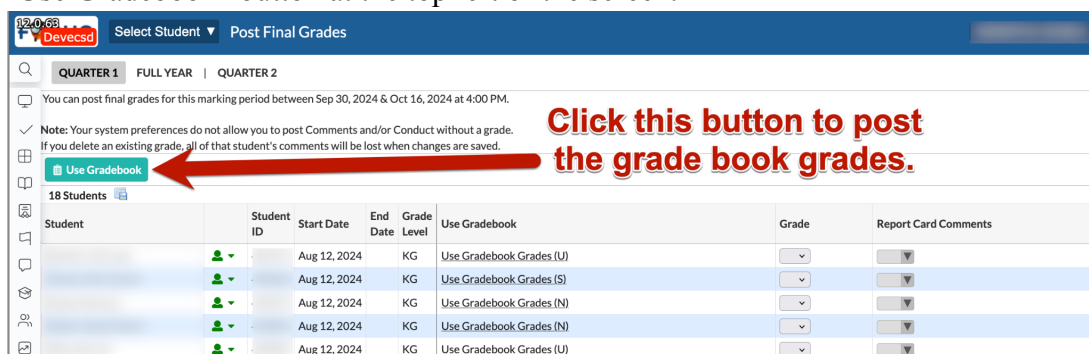
✓ Note: Your system preferences do not allow you to post Comments and/or Conduct without a grade. If you delete an existing grade, all of that student's comments will be lost when changes are saved.

Use Gradebook

18 Students

Student	Student ID	Start Date	End Date	Grade Level	Use Gradebook	Grade	Report Card Comments
		Aug 12, 2024		KG	Use Gradebook Grades (U)		
		Aug 12, 2024		KG	Use Gradebook Grades (S)		
		Aug 12, 2024		KG	Use Gradebook Grades (N)		
		Aug 12, 2024		KG	Use Gradebook Grades (N)		
		Aug 12, 2024		KG	Use Gradebook Grades (U)		

- Since you have all of your grades in the gradebook, you are now ready to click on the “Use Gradebook” button at the top left of the screen.



Click this button to post the grade book grades.

12:00 PM Devecsd Select Student Post Final Grades

QUARTER 1 FULL YEAR QUARTER 2

You can post final grades for this marking period between Sep 30, 2024 & Oct 16, 2024 at 4:00 PM.

✓ Note: Your system preferences do not allow you to post Comments and/or Conduct without a grade. If you delete an existing grade, all of that student's comments will be lost when changes are saved.

Use Gradebook

18 Students

Student	Student ID	Start Date	End Date	Grade Level	Use Gradebook	Grade	Report Card Comments
		Aug 12, 2024		KG	Use Gradebook Grades (U)		
		Aug 12, 2024		KG	Use Gradebook Grades (S)		
		Aug 12, 2024		KG	Use Gradebook Grades (N)		
		Aug 12, 2024		KG	Use Gradebook Grades (N)		
		Aug 12, 2024		KG	Use Gradebook Grades (U)		



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5. Another screen will load asking you to confirm if you want to use your gradebook grades. If the answer is yes, click “OK”.

Confirm Use Gradebook

Are you sure you want to use your gradebook to calculate final grades for QUARTER 1?

OK Cancel

6. The screen will refresh and the system will load the grades you just posted. Review the grades. (The grades should match the grades in the gradebook. If you are making changes on this screen, you will need to make sure your gradebook has been updated as well so you do not appear on the posted grades not matching gradebook report. If you did make changes, you will have to click on the save button.)

You should now see that your grades have been posted

Student	Student ID	Start Date	End Date	Grade Level	Use Gradebook	Grade	Report Card Comments	Longer Comments
Student		Aug 12, 2024		KG	Use Gradebook Grades (U)	U		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (N)	N		
Student		Aug 12, 2024		KG	Use Gradebook Grades (N)	N		
Student		Aug 12, 2024		KG	Use Gradebook Grades (U)	U		
Student		Aug 12, 2024		KG	Use Gradebook Grades (I)			
Student		Sep 6, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 30, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		
Student		Sep 17, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 30, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 30, 2024		KG	Use Gradebook Grades (S)	S		
Student		Aug 12, 2024		KG	Use Gradebook Grades (S)	S		

Resource:

If you want to view the SNU KG ELA & Math Grading Scale as setup in Focus, check out this link: [Escambia Grade Values & Comments in Focus](#)

[Directions on how to post standards grades.](#)



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If you have questions:

- A. All questions in regards to **Grading processes, gradebook categories, and gradebook configuration** should be directed to:
School Administration for grading processes or Focus Teacher Leader (FTL) for Focus technical questions.
- B. Any technical questions in response to using the SIS system should be submitted via a HelpDesk Ticket:
 - [Submit a Ticket online](#)
 - Email: ithelp@ecsdfi.us
 - Call the Service Desk at 850.429.2900