STANDARDS-BASED GRADING AND REPORTING

HANDBOOK

OASIS

Walla Walla Public Schools

Username:

Password:

Login

OASIS Software | Built by Miriam Technologies, Inc.

TABLE OF CONTENTS

Welcome to the Standards-Based Grade Book component of OASIS! It provides a user-friendly, easily accessible way for teachers to keep track of their students' progress toward the standards, and to print report cards. A few highlights include:

➢ OASIS is web-based. You can access your grade book from any computer with internet access (IE 8 or Mozilla Firefox 3 or higher are recommended for full functionality). Many features also work on the iPad.

➢ OASIS communicates with Skyward every night. This means if you have a new students enroll in your class, he or she will automatically be available for grading in your grade book the next day.

➢ Because information from Skyward is pulled into OASIS regularly, data about your students is always current. <u>This includes attendance</u>, which is automatically calculated and placed on the report card.

➢ The OASIS Standards-Based Grade Book report card is **student-centered.** This means all teachers working with a student contribute to a single report card for the student (yes, even students in the dual program!). This includes Music and PE teachers.

➢ OASIS has bullet-proof backup procedures, so you never have to worry about losing your data. The main OASIS servers are at a server farm in Texas. Hurricane in Texas? No worries! There are backup servers in Vermont! OASIS also takes a 'snapshot' of itself every few minutes. In the almost-impossible event that all OASIS servers have failures at the same time, the most we'll lose is a few minutes worth of new entries.

➢ The OASIS Grade Book software is our own; Home-grown and designed with input from you and your colleagues. Many of the great features found throughout the OASIS system are there because someone like you asked: "Could it do _____?" While we're confident the software will do a great job at what it's designed for, we know once you begin using it, you'll have ideas about how to improve it! We want to hear from you, and as resources allow, we'll turn some of those great ideas into features you can use every day.

How OASIS Assigns Grades

- ➢ The OASIS Grade Book and Report Card software was designed to support the standards-based grading philosophy.
- ➢ In summary, OASIS uses an equal-interval scale for all grading, while giving teachers flexibility in how they enter student performance scores. The following translation grid is used by the software to assign a mark of 1-4 (typically 1-4) for every graded activity:

Percentage	Rubric	Academic Descriptor	Non-Academic Indicators
90-100	4	Advanced Understanding	Consistently
80-89	3	Proficient	Frequently
70-79	2	Approaching Proficiency	Occasionally
1-69	1	Below Proficient	Rarely

- ➢ **Score entry using points out of a total**: The software automatically calculates a percentage, and translates it as above.
- ➢ Teachers can enter student marks as either "formative" (assignments or assessments given *during* a teaching cycle, and designed to inform instruction), or "summative" (assignments or assessments given *after* teaching on a topic is completed, and designed to assess how well students have learned it). Only "summative" marks are used in calculating the final grade on the report card.
- ➢ WWPS believes *at least 3* summative marks should be present for each area on the report card.
- ➢ The OASIS software automatically assigns a final grade based on the mode (most frequently-occurring score) of all summatives. When there is more than one mode (e.g., scores of 3,3,4,4), the software takes the higher of the two. When there is no mode, the software assigns the highest midpoint from among them (e.g., scores of 1, 2, 3, 4— software assigns 3).
- ➢ The OASIS software also displays the average for each reported standard for your use in determining a final grade.
- ➢ Because we know that no software could ever replace a teacher's judgment about his or her students' performance, there is an over-ride available on the report card preview page, allowing teachers to key in an alternative final mark for a student.

Log in at:

oasis.wwps.org

NOTE: Your username is most commonly the same as your Skyward username. If you need to retrieve your username or reset your password, email:
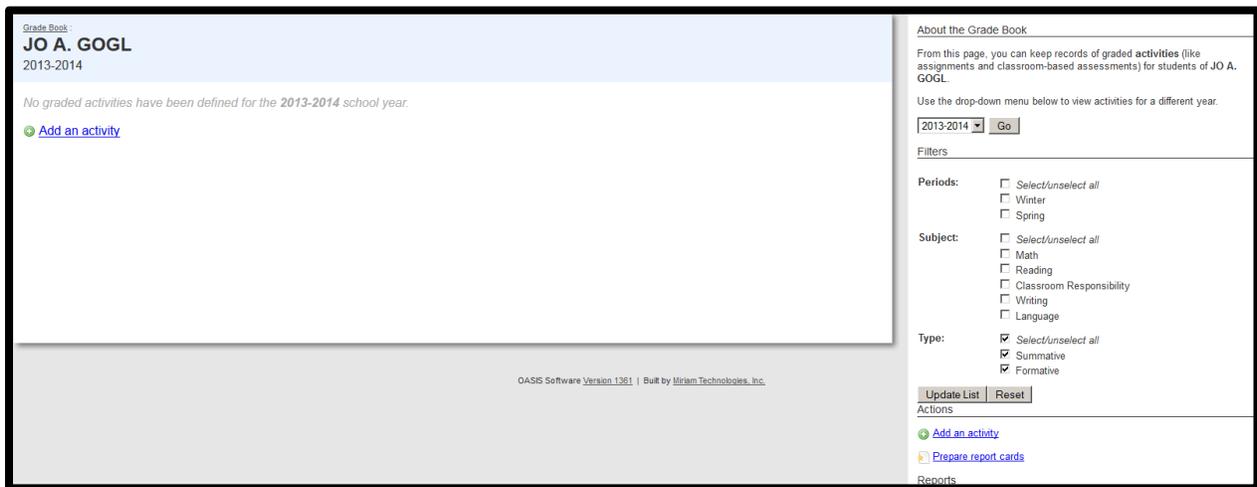
Carrie LaRoy: claroy@wwps.org

Judy Hui: jhui@wwps.org

This is your main screen:
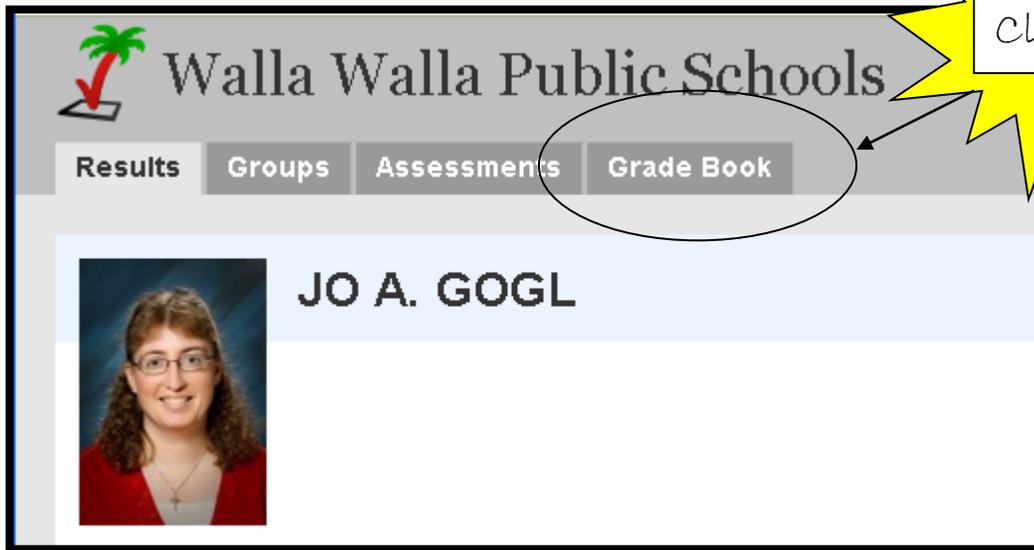
**This is your main gradebook screen:**

Setting Up For The Year

Setting up the OASIS gradebook for the year is a snap! There are only one or two things you need to do (which will take a total of about 10-15 minutes) before you'll be ready go!

1. **DUAL teachers: Set your default language.**

2. **Classroom teachers: Set up grading groups**

   **** Specialists (Music/PE): No setup required***

_____

1. **DUAL TEACHERS**: Please take a moment to set your "default language".

   (the one in which you teach literacy)

Click!
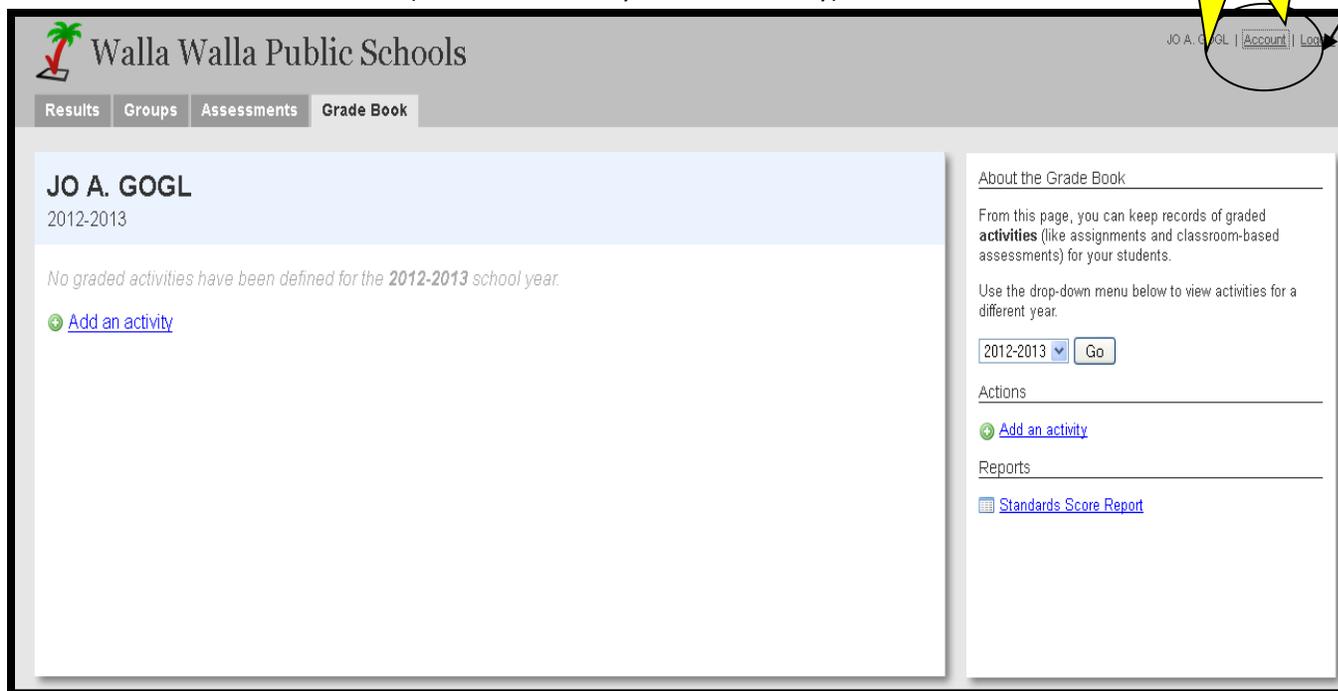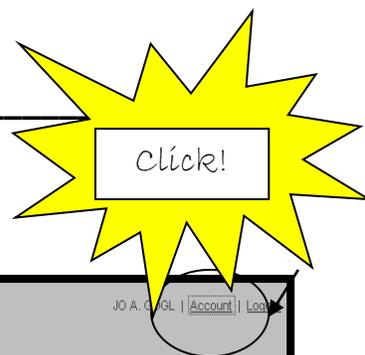
Walla Walla Public Schools

JO A. GOGL | Account | Log

| Results | Groups | Assessments | **Grade Book** |

JO A. GOGL
2012-2013

*No graded activities have been defined for the **2012-2013** school year.*

➕ Add an activity

About the Grade Book

From this page, you can keep records of graded **activities** (like assignments and classroom-based assessments) for your students.

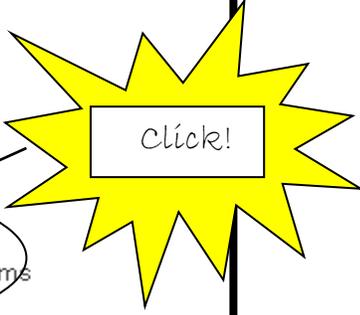Use the drop-down menu below to view activities for a different year.

[2012-2013 ▾] [Go]

Actions

➕ Add an activity

Reports

▦ Standards Score Report

Your Account

🔒 **Login Credentials**
Change your username or password

🖨 **Print Settings**
Set defaults for printable documents

💬 **Language Settings**
Set defaults for language-specific forms

Click!

Your Account :
User Settings

Default Language:* English ▾
English
Spanish   Cancel

Remember to hit "SAVE" after you've selected your default language. Click "Return to OASIS" to get back to work!

Next up: Setting up grading groups

2. CLASSROOM TEACHERS: Set up grading groups

_____

For ease of use, classroom teachers will want to make grading groups from which to select when setting up assignments. Teachers will want a "Group" for any group of students to whom s/he regularly assigns grades. Once you have put together and saved a group, it will be available for you each time you grade an assignment. When you get new students (or students leave), you can easily update group membership yourself!

Here are some examples of groups that might be helpful:

| |
|---|
| **Teacher A (4th grade):** Teacher A teaches her homeroom students for all subjects.
 Groups
 Teacher A Homeroom |
| **Teacher B (2nd grade bilingual):** Teacher B teaches bilingual 2nd grade, and his homeroom students for all subjects
 Groups
 Teacher B Homeroom |
| **Teacher C (3rd grade dual-Spanish side):**
 Groups
 Teacher C Homeroom (attendance students)
 Teacher C Spanish Reading (all students in both sides of the dual program) |
| **Teacher D (4th grade, platooning Science):** Teacher D teaches science to all 3rd, 4th and 5th grade students in the school, in addition to reading to her homeroom 4th graders
 Groups
 Teacher D Homeroom (attendance students)
 3rd grade Science (all 3rd graders in the school)
 4th grade Science (all 4th graders in the school)
 5th grade Science (all 5th graders in the school) |

**IF YOU NEED ASSISTANCE IN DESIGNING YOUR GRADING GROUPS, ASK YOUR BUILDING OASIS GRADEBOOK POINT PERSON

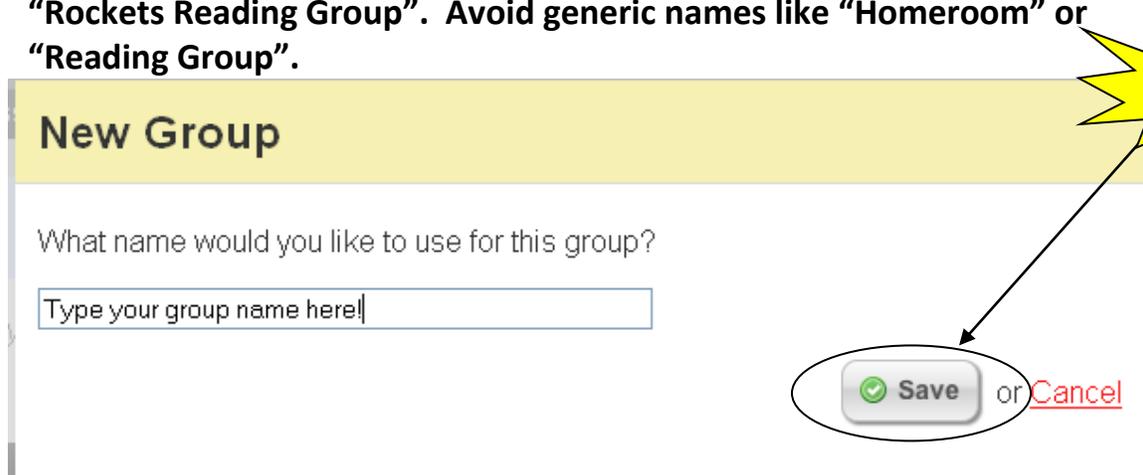**To make grading groups, follow these 7 steps:**

1. On your home page:

Click "Groups"!

2. Click "Build a new group"

Click "Build a new group"!
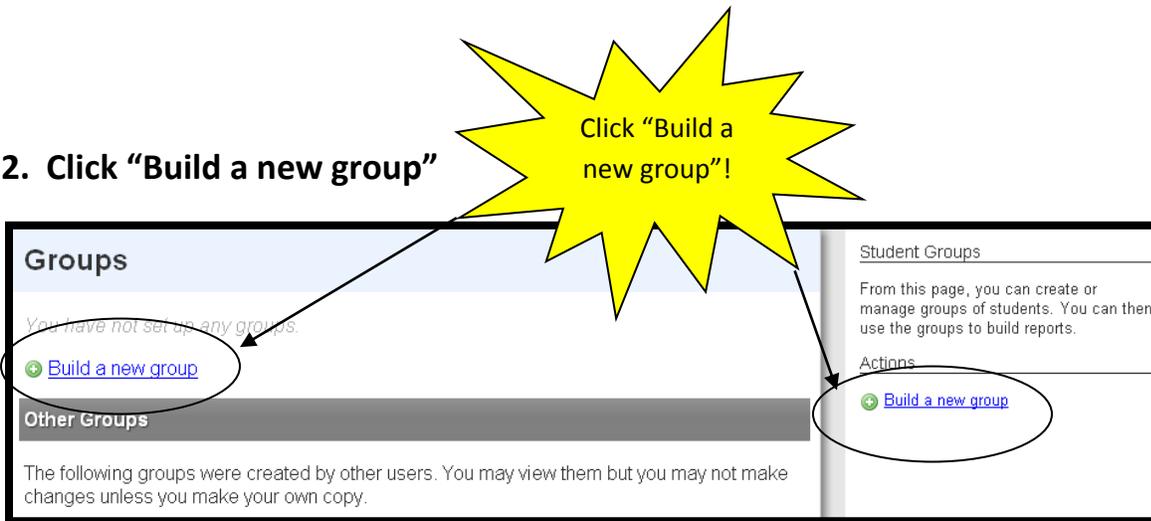
3. Give the group a name, like "Gogl Homeroom", "3rd Grade Dual", or "Rockets Reading Group". Avoid generic names like "Homeroom" or "Reading Group".

Save!

4. Once you hit "Save", you will be able to add students to your group. OASIS uses filters to help you find the students you want:

An introduction to "Groups" filters

Select Students

From this page, you can select one or more students to add. Use the filters below to narrow the list.

You can revisit this page as many times a~

Search for a single student

Filters

Name:	
Year:	(Any)
Grade:	(Any)
School:	(Any)
Teacher:	(Any)
Intervention:	(Any)
Measure:	(Any)

Select school year

Select

Select

Select teacher

Programs: *None selected*

Groups: *None selected*

Update List   Clear

Apply filters in any combination to narrow the list of possible students from which to choose in making a "Grading group".

(The "Intervention", "Measure", "Programs" and "Groups" filters won't typically be used in putting together grading groups.)

5. **Set the filters, and click "Update List"**

"Update List"!

Here is an example of filters applied to make a group which includes all students in a a dual program:

Select Students

From this page, you can select one or more students to add. Use the filter below to narrow the list.

You can revisit this page as many times as you need.

Filters

Name:	
Year:	2012-2013
Grade:	3rd
School:	EDISON ELEMENTARY SCHOOL
Teacher:	JO A. GOGL
Classroom:	DUAL 3RD GRADE
Intervention:	(Any)
Measure:	(Any)
Programs:	*None selected*
Groups:	*None selected*

Update List   Clear

6. Once you click "Update List", you have a list of all students falling within the filter parameters you set! To add them ALL to your group, click here. (NOTE: Use checkboxes to select specific students individually).

Groups : New Group :

Select Students

"Add All"!

There are **49 students** that match the filters specified

Add All 49 Students

Students

Use the checkboxes below to select students to add.

Showing page 1 of **1**, 100 students per page Go   < Prev   Next >

	Name	Student ID	Grade Level
☐	ABUNDIO, JORGE A.	0805351	3rd Grade
☐	ASHFORD, SAMIR E.	0805286	3rd Grade
☐	AVALOS RICHARDS, EMILIANO C.	0805291	3rd Grade
☐	BANALES, YADIRA R.	0805063	3rd Grade
☐	BUTLER, KATHERINE J.	0803872	3rd Grade
☐	CASTILLO, ERICK	0805869	3rd Grade
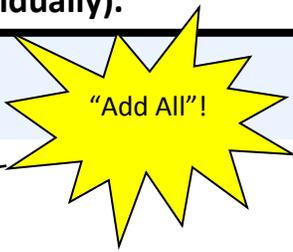
7. Click "Select" at the bottom of the page, and your group is now done!

"Select"!

☐	SHIELDS, TAMRON T.	0805577	3rd Grade
☑	SINGER, WILLIAM S.	0805366	3rd Grade
☑	SOLIS, MELISSA	0805337	3rd Grade
☑	STEVENS, DEVIN M.	0805184	3rd Grade
☐	THOMAS, EMILY T.	0805183	3rd Grade
☑	VILLASOMEZ, ROSALINDA	0804096	3rd Grade
☑	WALKER, TRYSTAN M.	0805343	3rd Grade

Select   Cancel
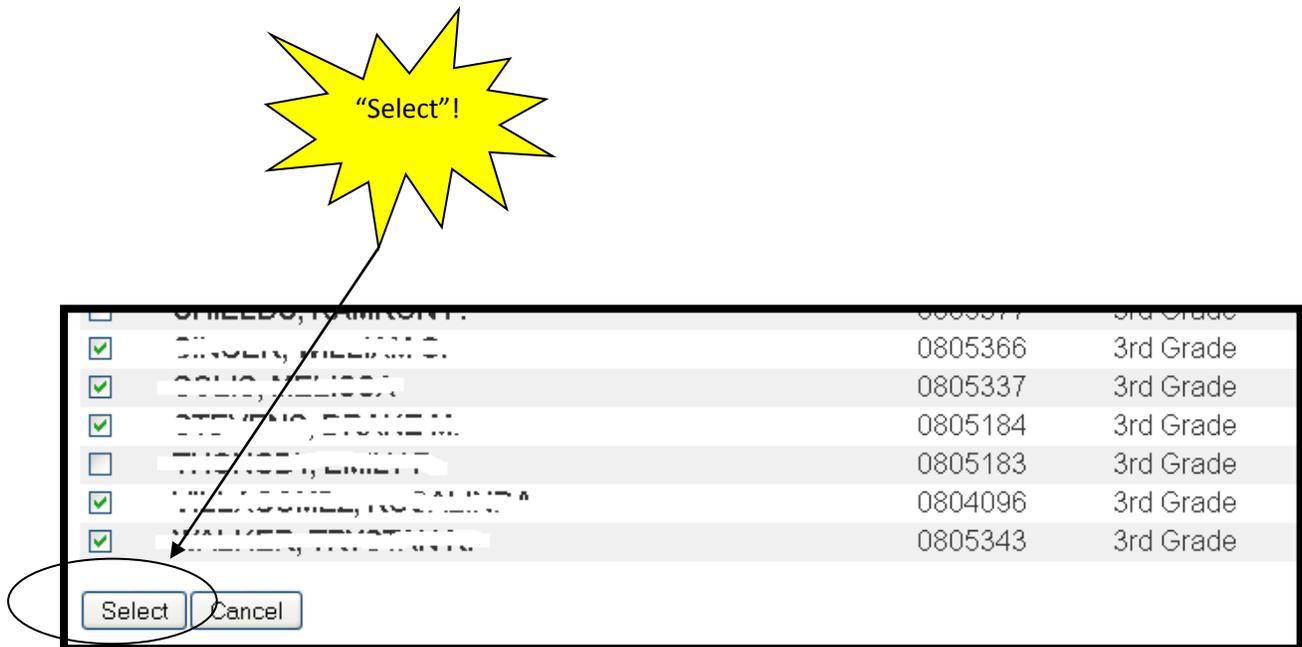
Repeat these steps to put together as many groups as you'd like (most classroom teachers will only need 1-3 grading groups).

Congratulations! Your gradebook is now ready for the year! To begin setting up assignments, click on your "Gradebook" tab!

Adding/Deleting Students from Groups

New student in your classroom? Just finished CAST meetings and your instructional groups have changed? One of your students moved?

Follow these steps to **add** a student or students to the appropriate grading groups:

1. On your "Groups" tab, click on the name of the group you want to add the student to.
2. Click the link "Add students to this group".

3. You'll get the Groups filters screen (see page 11). Use the 'Name' filter to search for the student, then follow steps 5, 6 and 7 on pages 11 and 12 to add the student. Make sure to add the student to ALL the appropriate grading groups!

Follow these steps to **delete** a student or students from a grading group:

1. On your "Groups" tab, click on the name of the group from which you want to delete a student or students.
2. Click the "Remove" link next to the student's name.

Adding a Graded Activity

Adding a graded activity consists of 5 steps:

1. Adding the activity
2. Telling OASIS some particulars about the activity (what it's called, date, whether it's formative or summative)
3. Selecting which students are being graded
4. Selecting the standards that are being graded (see your own grade level standards in Appendix A. You are encouraged to keep them handy. The more familiar you are with the way they are entered and displayed in OASIS, the quicker you will be at setting up graded assignments!)
5. Selecting the scoring strategy for each standard (Standard 1-4 rubric, percentage, or points).

1. Click on "Add an activity":

2. Tell OASIS about the activity:

Walla Walla Public Schools

Results | Groups | Interventions | Assessments | Grade Book | Admin

Grade Book : JO A. GOGL :
New Activity

Use the form below to configure this activity.

Name:*   Spelling Test #1
Date:*   09/07/2012
Grade Level:*   3rd Grade
Evaluation Type:*   Summative
Language:*   English

Save   Cancel

Remember: Only summative marks count toward the final grade on the report card!

Click

3. Choose the students you are grading:

Grade Book : JO A. GOGL :
Groups

Select Students by Group

You have not set up any groups.

If you want to select groups of st___ use the checkboxes on this page Otherwise, you can select stude___ individually.

Other Groups

Actions

The following groups were created by other users.

⊕ Select students individually

Name ▲	Students	Owner
Boost	3	GOGL, JO A.
Homeroom	26	GOGL, JO A.
Moreno Homeroom	23	MORGAN, ERIN B.
Reading ELL	7	GOGL, JO A.
Reading Eng Bench	22	GOGL, JO A.
Reading Intervention 1	9	GOGL, JO A.
Reading Intervention 2	4	GOGL, JO A.

✔ Select   or *Cancel*

Click one or more boxes to choose all the students you want to grade!

Then click

NOTE: Music and PE teachers will want to use the filters in "Select students individually" to ensure all currently registered students are included. Using the filters, specialists can set up and grade assignments for a whole grade level at once!

4. **Select standards. The "Select Standards" screen will automatically appear once you've chosen your students. Use checkboxes to select one or more standards you'd like to include, expanding by clicking on the '+' if desired (see "Expanding Standards" in Appendix, for more information.)**

Point and

Grade Book : JO A. GOGL :

Select Standards

⊟ Reading
　⊞ ☐ Foundational Skills
　⊞ ☐ Key Ideas & Details
　⊞ ☐ Craft & Structure
　⊞ ☐ Integration of Knowledge & Ideas
　⊞ ☐ WA Standards
⊟ Writing
　⊞ ☑ Text Types & Purposes
　⊞ ☐ Production & Distribution of Writing
　⊞ ☐ Research to Build & Present Knowledge
⊟ Language
　⊞ ☑ Conventions
　⊞ ☐ Vocabulary Acquisition & Usage
⊟ Math
　⊞ ☐ Operations & Algebraic Thinking
　⊞ ☐ Number & Operations in Base 10
　⊞ ☐ Number & Operations-Fractions
　⊞ ☐ Measurement & Data
　⊞ ☐ Geometry
⊟ Science

Then click

⊘ Select

5. Your score entry screen will now appear, where you can set the scoring strategy for each standard. OASIS lets you grade in 3 different ways, but translates them all into an <u>equal interval scale</u>, as described in the introduction to this handbook.

The default setting is "Standard; 1-4". If you are using "Standard" rubrics for grading the assignment, you don't need to do anything more at this step.

If you want to enter points or a percentage you have already calculated, you will need to set the scoring strategy, like this:

1. Click the standard, or "edit" next to the standard.

2. Select scoring strategy (if "Points" is chosen, you will be asked to enter the total possible points)

Grade Book : JO A. GOGL : Spelling Test #1 :

Text Types & Purposes

Standard: Text Types & Purposes (change)
Description: Text Types & Purposes
Scoring: Standard
Standard
Percentage
Save Cancel Points

Click "save", and return to the score entry screen.

You're ready to enter scores!

Score Entry

Simply key in student scores individually, or use the autofill feature to fill the whole column with one value when most students have the same score.
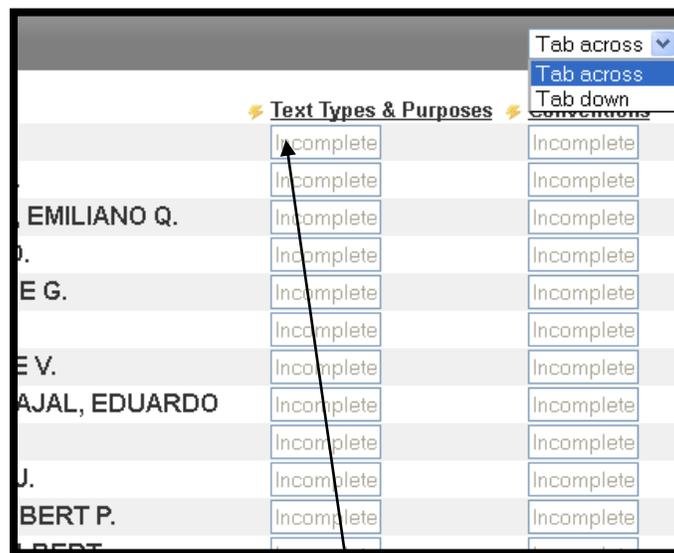
You can either tab across or tab down!

Quickly autofill the column by clicking here to get an autofill field:
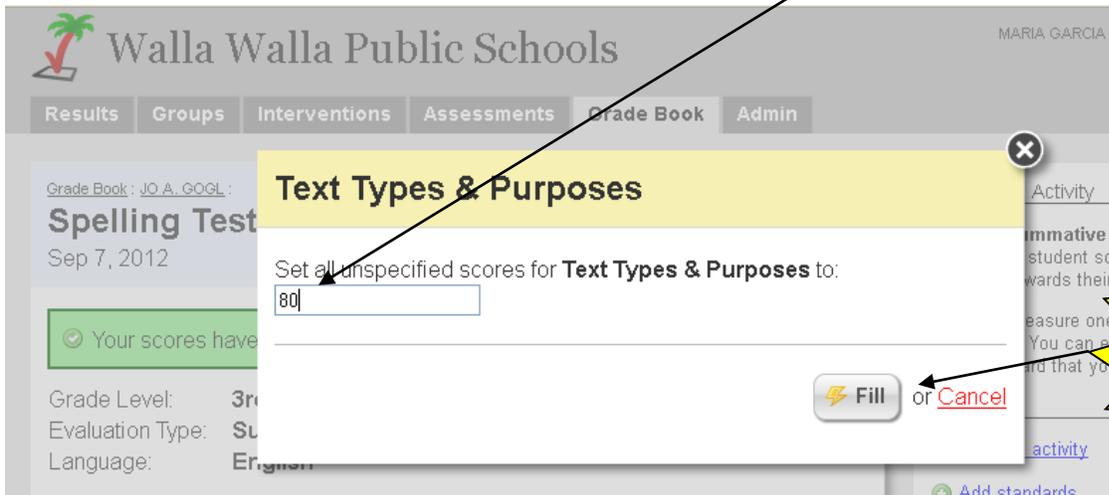
Click!

Once you've autofilled, you can go back to change individual scores by putting your cursor in one student's score field and keying in the score you want.

Don't forget to hit "SAVE SCORES" when you're done! Save Scores **(but if you try to leave this page without saving, you will get an alert, so don't worry!)**

Making Changes to an Activity

Need to make changes to an activity you set up?

Click here, or here to change a standard or a scoring strategy

Use "Remove" link next to individual standards remove them from the assignment.

Use these links to make changes to the whole activity, including renaming it, changing the date, adding standards, adding or removing students, or deleting the activity altogether!

JO A. GOGL :
Spelling Test #1
Aug 14, 2012

Grade Level:	3rd Grade
Evaluation Type:	Summative Evaluation
Language:	English

About This Activity

This is a **Summative** activity, which means that student scores are **counted** towards their final grades.

Activities measure one or more **standards**. You can enter scores for each standard that you add.

Actions

Standard	Scoring Strategy	Actions
Text Types & Purposes Writing > 1: Text Types & Purposes	Standard (0-4)	📝 Edit ⊖ Remove
Conventions Language > 1: Conventions	Standard (0-4)	📝 Edit ⊖ Remove

Students   Tab across ▾

- 📝 Edit this activity
- ⊕ Add standards
- ⊖ Delete this activity
- 👥 Add students
- 👥 Remove students

1. **To change scoring strategy: Either click directly on a standard, or on the "Edit" link next to the standard, then select the desired scoring strategy. (NOTE: If you've already entered scores and want to change the scoring strategy, you'll have to remove the existing scores first!)**
2. **To delete a standard: Click the "Remove" link next to the standard you want to remove.**
3. **To add a standard: On the right hand side of the screen, click "Add Standards".**
4. **To change the name or date of the activity: On the right hand side of the screen, click "Edit this activity".**
5. **To change the type of activity (summative or formative): Click "Edit this activity".**
6. **To add or remove students: Click "Add students" (see Page   for further instructions) or "Remove students" (you will be shown a list of all students and asked to select which to remove).**
7. **To completely delete the whole activity: Click "Delete this activity". You will be asked if you're sure!**
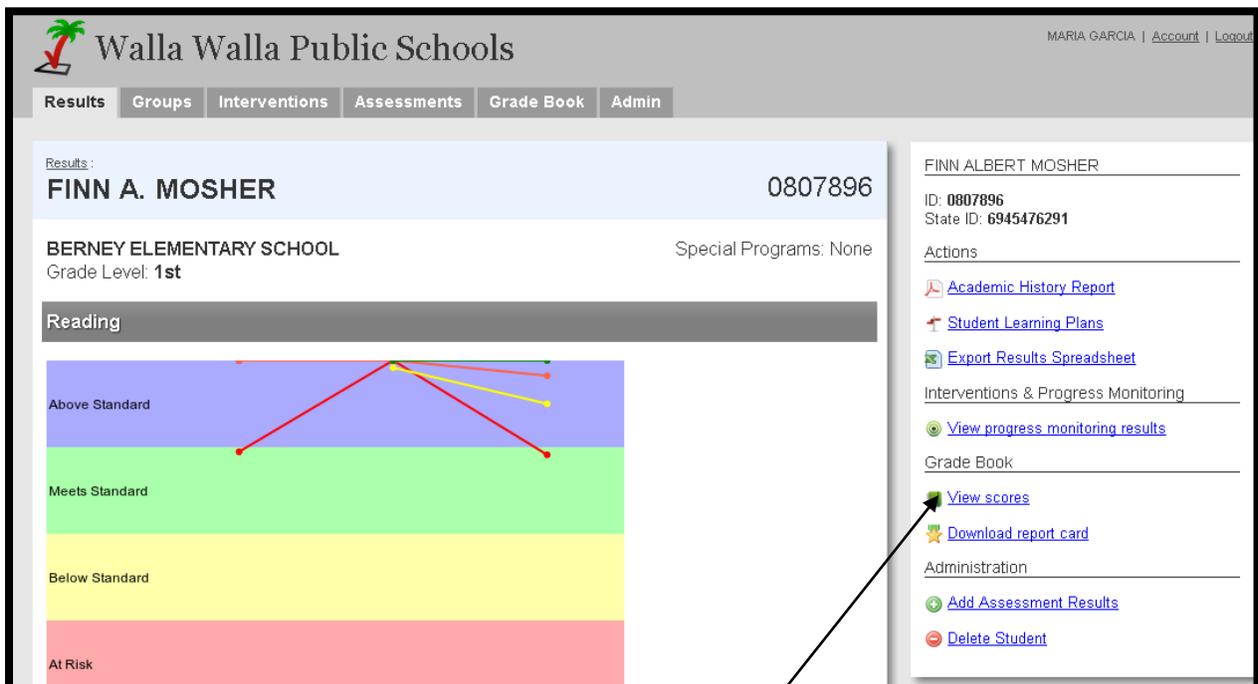
Getting Information Out

There are several ways to get information out of your grade book:

Individual Scores

1. **View individual student scores (on screen)**
2. **Print individual report cards (PDF)**

Both of these options are accessed through links on the student's page in your "Results" tab on your home screen. Once you click on a student's name, you'll see this screen:

1. **To view scores on screen, click here, on "View scores"…**

…and you'll see this screen. Summative and formative scores are listed separately, and the most frequently appearing score ("mode") of the summatives is reported in the "Mode" column. It's the "mode" of the summatives that will appear on the report card.
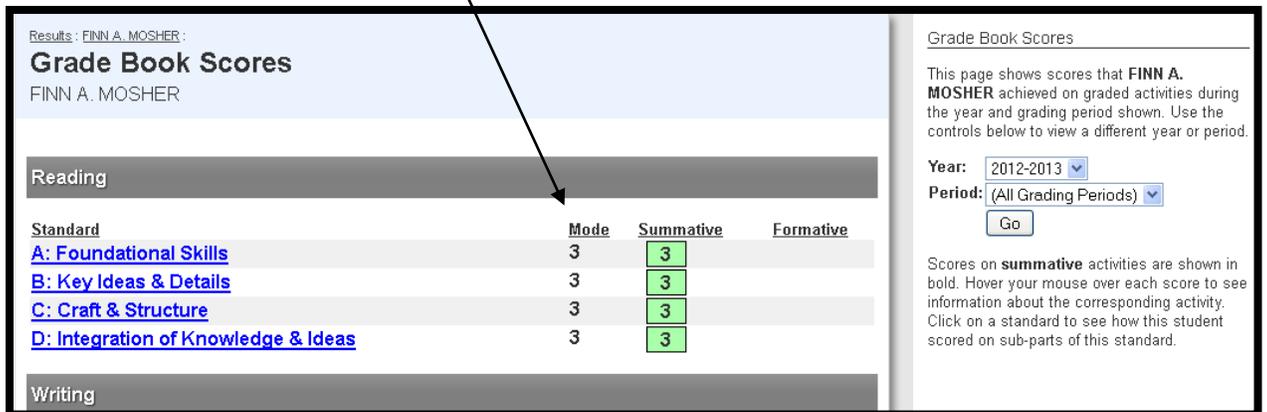
Results : FINN A. MOSHER :
Grade Book Scores
FINN A. MOSHER

Reading

Standard	Mode	Summative	Formative
A: Foundational Skills	3	3	
B: Key Ideas & Details	3	3	
C: Craft & Structure	3	3	
D: Integration of Knowledge & Ideas	3	3	

Writing

Grade Book Scores

This page shows scores that **FINN A. MOSHER** achieved on graded activities during the year and grading period shown. Use the controls below to view a different year or period.
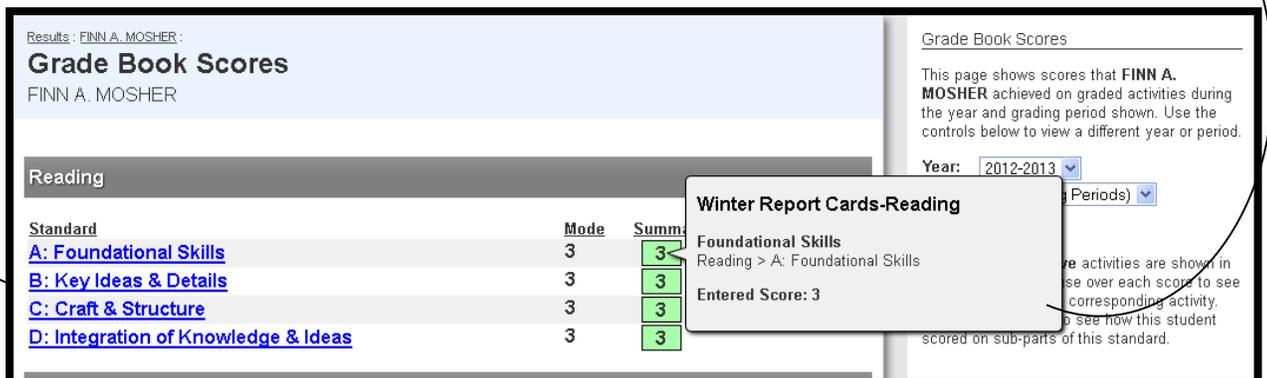
Year: 2012-2013
Period: (All Grading Periods)
Go

Scores on **summative** activities are shown in bold. Hover your mouse over each score to see information about the corresponding activity. Click on a standard to see how this student scored on sub-parts of this standard.

Want more detail?
-Hover over a score with your cursor, and a pop-up tooltip will tell you about the assignment!
-Click on a category to see any subskills you might have scores for!

Results : FINN A. MOSHER :
Grade Book Scores
FINN A. MOSHER

Reading

Standard	Mode	Summa
A: Foundational Skills	3	3
B: Key Ideas & Details	3	3
C: Craft & Structure	3	3
D: Integration of Knowledge & Ideas	3	3

Winter Report Cards-Reading

Foundational Skills
Reading > A: Foundational Skills

Entered Score: 3

Grade Book Scores

This page shows scores that **FINN A. MOSHER** achieved on graded activities during the year and grading period shown. Use the controls below to view a different year or period.

Year: 2012-2013

Periods)

e activities are shown in se over each score to see corresponding activity. see how this student scored on sub-parts of this standard.

2. To download a report card:

Click here, on "<u>Download report card</u>"

To get this preview screen:

Grade overrides happen here! Just place your cursor in this box and key in the 0-4 mark you REALLY think reflects the student's skills!

Add comments (at the bottom of the preview page) if you'd like (be sure to type in your name, since ALL the teachers working with this student have the ability to put comments in this box!)

A few notes about comments:

-Comments are NOT REQUIRED!

-If no comments are entered for a student, there will be no "Comments" heading on the report card.

-If you do choose to type in comments, keep them short, sweet and to the point! If longer narratives are desired, please use a separate document.

-If you type comments in Spanish, please type them again in English (note: You can copy and paste from a Word document).

ALSO: OASIS logs all changes to the preview screen, so you can easily see who has made grade overrides or comments (this will be especially helpful at report card time for dual teams).

Click "Save & Download " if you want to print!

Comments:

Finn has really, really red hair!   -Mrs. Morrison

Click "Save" if you're not going to print right now!

⊘ Save   📄 Save & Download   or Cancel

Once you select "Save & Download", your computer will generate a PDF designed to be printed on legal-sized paper!

Scores for your whole class

1. Activity Score Report (all students)

A. On screen
B. PDF

2. Standard Score Report(all students)

A. On screen only

Both of these reports are accessed from your "Gradebook" tab, in the main screen:

Activity Score Report

Use the checkboxes to choose one or more activities for which you'd like to see scores!

THEN: Use these buttons to see scores listed by assignment: "View Scores" will let you see them on-screen: "Download Scores" will allow you to generate a PDF you can print out.

Standards Score Report

Use this link to put together a custom report showing your students' scores on the standards YOU choose.

How to prepare report cards:

1. Click on "Prepare Report Cards" on your main gradebook page. You'll be brought to a screen like the one below asking you to tell OASIS which kids you're preparing report cards for. You can check/uncheck all on the list you see, or click the link to "Select from your groups", if you'd like to choose one of the grading groups you set up. **SPECIALISTS: Once you click "Select from your groups", you'll have the option of using filters, just like you do to set up assignments, to choose which report cards to prepare.**

Choose from the list, or from your groups.

SPECIALISTS: Click this link to use filters to choose a grade level or teacher for report card preparation. (I have asked for a direct link to the filters from this page….watch for it!)

2. Click NEXT at the bottom of the page. You'll be brought to a page showing all the standards, (with the ones that have grades in them pre-checked!) Here, you can check only the standards you want to prepare report cards for.

Grade Book : JO A. GOGL :

Choose Standards

Please select the standards fo

- ⊟ ☑ Reading
  - · ☐ Foundational Skills
  - · ☑ Key Ideas & Details
  - · ☑ Craft & Structure
  - · ☑ Integration of Knowledge & Ideas
  - · ☐ WA Standards
- ⊟ ☑ Writing
  - · ☑ Text Types & Purposes
  - · ☑ Production & Distribution of Writing
  - · ☐ Research to Build & Present Knowledge
- ⊟ ☑ Language
  - · ☑ Conventions
  - · ☐ Vocabulary Acquisition & Usage
- ⊟ ☑ Math
  - · ☑ Operations & Algebraic Thinking
  - · ☐ Number & Operations in Base 10
  - · ☐ Number & Operations-Fractions
  - · ☑ Measurement & Data
  - · ☐ Geometry
- ⊟ ☐ Science

Use the "check/uncheck all" box at each heading to quickly select or de-select an entire subject. (Music/PE teachers: This one's especially for you, but I'm sure others will find them useful too!)

3. Click NEXT at the bottom of the page.

The mode of ALL summatives for the term (with the ability to edit)

We now show you the average grade for each standard, to help you in your decision making!

4. View and edit:

Grade Book : JO A. GOGL :
Prepare Report Cards

- A_____ G_____

Reading	Spanish	English	Mode				Summative								Average
A: Foundational Skills				?											
B: Key Ideas & Details		2	2	?	2	1									1.5
C: Craft & Structure	3	4	4	?	?	?	3	4	2	4	4	3	4	?	3.4
D: Integration of Knowledge & Ideas	2	3	2	3	?	2	2	?	?	2	3				2.4
E: WA Standards	2		2	?	?	?	2								2

Save

→ View all scores

- A_____ G(_____ LA

- A_____ J. S(_____)

If you hover your pointer over a score, you'll get a pop-out box with some details (the date has been added now, too!)

Rocking & Rolling vocab cards
May 13, 2013
Demonstrate understanding of words & phrases in context
Reading > C: Craft & Structure >
4: Demonstrate understanding of words & phrases in context
Entered Score: 3

5. Once you're happy with the grades, hit "SAVE", the next student on the list will expand!