ClassMate Teacher User Guide 2019-2020
BARRY TECH

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  - Work Based Learning/CDOS Credential/4 + 1 Career Pathways
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  - Proficiency and Employability Profile (21st Century Assessment Skills)
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RSIP “ClassMate” Support Procedure:

A ClassMate Help Desk Ticket provides the ability to keep track of support requests and allows for timely and effective support and plan for relevant professional development.

Attendance Problem:
1. If you are unable to take attendance or connect to ClassMate server, please notify your Building Administrator as soon as possible.
2. If the problem is not resolved, take attendance by paper, and send down to Attendance office by 8:15/12:15.
3. Building Administrator will contact Nina Chohan between the hours of 7:30-8:00 and then again from 11:45-12:15 to try to resolve issue.

All Other ClassMate Assistance:
- Please fill out ClassMate Internal Help Desk Form on the Barry Tech website >Staff Resources>Instructional Technology Resources
- When filling out the form, please be as detailed as possible.
- The Internal Classmate Help Desk forms will be checked twice a day.
- Someone will contact you via email and resolve your problem in a timely manner.
- If you need immediate assistance, please call 622-6813.

Please Note: Phone calls or e-mails will not register or log the problem. Only electronic help desk calls submit the problem. The link for the ClassMate Internal Help Desk is:

Teacher Checklist/Quarterly Data Requirements 2019-2020


2. Daily
   - Daily attendance to be taken before 8:05 AM
     Modules>Teacher Grading>Attendance Begin Session
     Select class
     Mark the absent students and select the PRESENT button.
     Daily work ethic comments/adjustments
     Modules>Teacher Attendance>Attendance Work Ethics
     Teachers can use the ClassMate Teacher Web Interface to take attendance:
     https://login.classmate.net/nassaucm

3. 5-Weeks/Progress Report
   - Knowledge Grades (includes Technical Academics for NYS approved CTE programs)
     Modules>Teacher Grading>Knowledge by Activity with Academics (Check off all applicable approved TAs)
     A minimum of 2 Knowledge Grades should be entered in per week
   - CTE Skills (CTE)
     Skills: Modules>Teacher Grading>Task Grades/CFM by Class
     A minimum of 1 Skill Grade should be entered per week
   - CTE CFM grades (CTE Teachers)
     Modules>Teacher Grading>Task Grades/CFM by Class>Select CFM Button
   - Progress Report Comments
     Modules > Teacher Quarterly Evaluation > Teacher Progress with Academics

4. 10-Weeks (in addition to 5-week checklist)
   - PEP skill grades
     Modules> Teacher Grading> Task Grades/CFM by Class> Task Skills Level 3 and 4
   - WBL review
     Reports> Teacher Options> Co-op Hours Summary-Teacher**
     Reports> Teacher Options> Co-op Weekly/Intern Rpt-Teacher**
     Reports> Teacher Options> Co-op Attendance by Course-Class-T**
   - Report Card Comments
     Modules>Teacher Grading>Student Snapshot

5. Semester Timeline (In addition to 10-week Checklist)
   - Final Grade for Semester Classes
     Modules>Teacher Grading>Knowledge by Activity with Academics
   - Mid-Term grades
     Modules>Teacher Grading>Knowledge by Activity with Academics
Teacher Reports for Review

<table>
<thead>
<tr>
<th>Teacher Schedule</th>
<th>TEACHER SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reports&gt; Teacher Attendance&gt; Teacher Schedule</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Reports</th>
<th>KNOWLEDGE ACTIVITY BANK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A print out of knowledge bank activities</td>
</tr>
<tr>
<td></td>
<td>Reports&gt;Teacher Grading&gt;Knowledge Activity Bank with Academics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT PERMANENT RECORD</th>
<th>Previous and current school year MP grades and other student demographics, including photo.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reports&gt; Teacher Grading&gt; Student Permanent Record NB**</td>
</tr>
<tr>
<td></td>
<td>Select Class. Click OK.</td>
</tr>
<tr>
<td></td>
<td>All enrollment history: attendance, courses, grades, etc. appears for student.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARCHIVED GRADES BY LAST NAME</th>
<th>Previous Barry Tech enrollment history and grades for all students, even if student was not in your class.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reports&gt; Teacher Grading&gt; Archived Grades by Last Name</td>
</tr>
<tr>
<td></td>
<td>Select Class. Enter calendar year: for example: 201718. Click OK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT SNAPSHOT</th>
<th>View Student Grades for all component grades</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Modules&gt;Teacher Grading&gt; Student Snapshot</td>
</tr>
</tbody>
</table>

**Before running any grade report, open your class folders in the MP Gradebook to calculate grades: Modules> Teacher Grading> SL Teacher MP Gradebook

<table>
<thead>
<tr>
<th>STUDENT CALCULATION REPORT</th>
<th>Displays WE, Knowledge, and MP Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reports&gt;Teacher Grading&gt;Student Calculation Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT MP GRADE PROFILE</th>
<th>Displays attendance and all grades, knowledge activities (graded &amp; ungraded)/tasks, TA grades. Displays MP component calculations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reports&gt;Teacher Grading&gt;Student MP Grade Profile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CTE &amp;TA GRADES BY CLASS</th>
<th>Running marking period grade to date and number of activities graded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reports&gt;Teacher Grading&gt;CTE &amp; TA Grades by Class</td>
</tr>
<tr>
<td>Grade Reports</td>
<td>Attendance</td>
</tr>
<tr>
<td>---------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>CFM TASK SUMMARY</strong>&lt;br&gt;Displays number of CFM activities passed&lt;br&gt;Reports&gt;Teacher Grading&gt;CFM Task Summary</td>
<td><strong>NEW STUDENTS Added to Your Roster:</strong>&lt;br&gt;In the beginning of the school year, you will see a box at the top of your Attendance Begin Session module.</td>
</tr>
<tr>
<td><strong>TECHNICAL ACADEMICS BY STUDENT</strong>&lt;br&gt;Displays technical academic activities and grades for each marking period&lt;br&gt;Reports&gt;Teacher Grading&gt;Technical Academics by Student</td>
<td><strong>On the first day of school, select OK to remove the names of the students from the box.</strong></td>
</tr>
<tr>
<td><strong>PERCENT COMPLETED REPORT</strong>&lt;br&gt;Displays the number of tasks graded as a percent of total number of tasks in curriculum.&lt;br&gt;Reports&gt;Teacher Curriculum&gt;Teacher Percent Completed Report</td>
<td><strong>Once you clear the information from this box, going forward, this box will alert you to any new student who has been added to your roster.</strong>&lt;br&gt;Keep a look out for this box, and be mindful of the changes to your enrollment.</td>
</tr>
<tr>
<td><strong>TEACHER MP GRADE REPORT</strong>&lt;br&gt;Report Card review: Displays students’ grades and comments after the MP closes.&lt;br&gt;Reports&gt;Teacher Quarterly Evaluation&gt;Teacher MP Grade Report</td>
<td><strong>TEACHER ATTENDANCE ROSTER</strong>&lt;br&gt;Frequently print an updated class roster for fire drills/ substitute teacher, etc. Includes student’s grade and CTE skill year. Use for attendance.&lt;br&gt;Reports&gt;Teacher Attendance&gt;Teacher Attendance Roster (Displays pull-out classes)</td>
</tr>
<tr>
<td><strong>ALPHA TEACHER ROSTER BY CLASS</strong>&lt;br&gt;This roster includes each student’s complete schedule and telephone information.&lt;br&gt;Reports&gt;Teacher Attendance&gt;Alpha Teacher Roster by Class</td>
<td><strong>CLASS or Student Attendance</strong>&lt;br&gt;Ideal for seeing daily attendance or attendance history&lt;br&gt;Reports&gt;Teacher Attendance&gt; . . .</td>
</tr>
<tr>
<td></td>
<td>A. Student Attendance History by Name (CTE &amp; Academic)</td>
</tr>
<tr>
<td></td>
<td>B. Supplemental Student Attendance History by Name (Pull-out)</td>
</tr>
<tr>
<td>CTE WORK BASED LEARNING</td>
<td>WBL REPORTS</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>STUDENT ATT SUMMARY BY CLASS W/SUP</strong>&lt;br&gt;Displays all student attendance totals in table format&lt;br&gt;Reports&gt;Teacher Attendance&gt;Student Att Summary by Class w/Sup**</td>
<td>Select Class, enter student’s name and date range</td>
</tr>
<tr>
<td><strong>MISSING ATTENDANCE</strong>&lt;br&gt;Displays any missing attendance by date – full class or individual students</td>
<td></td>
</tr>
<tr>
<td>Work Based Learning reports were created so that you can keep track of your students’ CDOS eligibility. Students must have a minimum of 54 hours of WBL experience.</td>
<td></td>
</tr>
<tr>
<td><strong>Co-op Hours Summary - Teacher</strong>&lt;br&gt;A summary report that lists each student’s WBL experience with its total.&lt;br&gt;Use the date range parameter to include the previous school year WBL.&lt;br&gt;Reports&gt; Teacher Options&gt; Co-op Hours Summary-Teacher**</td>
<td></td>
</tr>
<tr>
<td><strong>Co-op Hours by Student – Teacher</strong>&lt;br&gt;A class list report of the total WBL hours for each student.&lt;br&gt;Use the date range parameter to include the previous school year.&lt;br&gt;Select the SHOW DETAILS &gt; Yes parameter to see a breakdown of each WBL experience and its total hours.&lt;br&gt;Reports&gt; Teacher Options&gt; Co-op Hours by Student – Teacher**</td>
<td></td>
</tr>
<tr>
<td><strong>Missing Co-op/WBL Attendance Verification</strong>&lt;br&gt;Shows students who have a work schedule, but no ‘C’ for attendance for a specific WBL experience and date. Shows attendance that was posted: A or P. Teachers should correct if necessary.&lt;br&gt;Reports&gt; Teacher Options&gt; Missing Co-op/WBL Attendance Verification</td>
<td></td>
</tr>
<tr>
<td><strong>Co-op Weekly/Intern Rpt-Teacher</strong>&lt;br&gt;Provides WBL information for student’s active and/or inactive WBL experience.&lt;br&gt;Reports&gt; Teacher Options&gt; Co-op Weekly/Intern Rpt-Teacher**</td>
<td></td>
</tr>
<tr>
<td><strong>Co-op Attendance by Course-Class-T</strong>&lt;br&gt;Displays teacher entered co-op (C) attendance. Validates student attending a WBL experience.&lt;br&gt;Reports&gt; Teacher Options&gt; Co-op Attendance by Course-Class-T**</td>
<td></td>
</tr>
</tbody>
</table>
All students in NYS approved CTE programs with Industry Assessments are eligible for a 4 + 1 Career Pathway. (Regents and Industry Assessment required)

Students in CTE programs without an Industry Assessment may be eligible for a CDOS Credential or CDOS Pathway.

<table>
<thead>
<tr>
<th>Discipline Modules</th>
<th>Modules&gt; Teacher Discipline…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Contacts/SDIs</td>
</tr>
<tr>
<td></td>
<td>Provides parent/guardian contact information and student SDIs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher Anecdotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter student anecdotes (see page 15)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher Discipline Referrals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter student discipline referrals (See page 15)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher Contact Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides student contact information</td>
</tr>
</tbody>
</table>

| Reports>Teacher Discipline>Teacher Contact Report |

<table>
<thead>
<tr>
<th>Teacher Anecdotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays teacher entered anecdotes</td>
</tr>
</tbody>
</table>

| Reports>Teacher Discipline>Teacher Anecdotal |

<table>
<thead>
<tr>
<th>Student Referral History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays student referrals</td>
</tr>
</tbody>
</table>

| Reports>Teacher Discipline>Student Referral History |

<table>
<thead>
<tr>
<th>Student Referral History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays student referrals and corresponding anecdotal</td>
</tr>
</tbody>
</table>

| Reports>Teacher Discipline>Student Referrals w/Anecdotal Information |

<table>
<thead>
<tr>
<th>Quarterly Discipline by Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays discipline (misconduct) totals for Special Ed and Gen Ed students, AM/PM Sessions and marking periods.</td>
</tr>
</tbody>
</table>

| Reports> Teacher Discipline> Quarterly Discipline by Course |
### Progress Report & Report Card Review

| Progress Reports | Reports> Teacher Quarterly Evaluation> . . .  
|                  | Student Automated Progress Report  
|                  | Once the progress report is submitted, it can be printed:  
|                  | **Progress Grades by Class w/Comm - Teacher**  
|                  | Displays student Progress Report information. The column on the right, Y or N, tells you if the progress report was submitted. Student’s name will NOT appear on the report unless you have begun to enter data for the progress report.  
|                  | **Unsubmitted Progress Reports**  
|                  | If no progress report has been entered or saved, the student’s name will appear on this report.  
|                  | When a student’s MP grade does not appear to reflect the component grades, review the Student MP Grade Profile Report.  
|                  |  
|                  | **Reports> Teacher Grading> . . .**  
|                  | Student MP Grade Profile  
|                  | Displays all grade components for students  
|                  | *CTE and pull-out classes select the correct MP.*  

| Report Cards | Reports> Teacher Attendance> . . .  
|             | **Student Att Summary by Class w/Sup**  
|             | Student totals for each attendance condition  
|             |  
|             | **Reports> Teacher Grading> . . .**  
|             | Student MP Grade Profile  
|             | Student attendance and grade profile for CTE and pull-out classes  
|             | Parameter: Select the MP  
|             | **CTE and TA Grades by Class**  
|             | MP and component grade calculation; shows number of activities/tasks graded for each component  

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Department of Regional Schools and Instructional Programs  
71 Clinton Road, P.O. Box 9195, Garden City, NY 11530-9195  
Phone (516) 622-6813 • Fax: (516) 333-8135 • [www.nassauboces.org](http://www.nassauboces.org)
<table>
<thead>
<tr>
<th>Report Cards</th>
<th>Current Grades by Class with Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Displays all component grades and comments entered for report card</td>
</tr>
</tbody>
</table>

| CFM Task Summary | Shows if the CFM sequence is completed and passed. Displays CFM tasks, graded and ungraded. |

<table>
<thead>
<tr>
<th>Report&gt;Teacher Quarterly Evaluation&gt; . . .</th>
<th>Teacher MP/Final Grade to Date – MP4 Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays all MP grades. Determine if student is failing or not generating a final grade</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report&gt; Teacher Quarterly Evaluation&gt; Teacher MP Grade Report</th>
<th>Print AFTER the marking period closes and review grades and comments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Class and Parameter: Marking Period</td>
<td>MP grade, component grades, CFM and comments appear.</td>
</tr>
<tr>
<td>At the appropriate time of the year, midterm, final exam and final grade appear as well.</td>
<td></td>
</tr>
</tbody>
</table>

After the Marking Period Closes

These are the students who will receive a report card grade
## Entering Progress Report Comments

**Before you begin, open the MP Gradebook for each class so student grades are calculated**

### Progress Reports

*Modules > Teacher Quarterly Evaluation > Teacher Progress with Academics*

1. **Select Class**

2. **Double click on student’s name; select ‘1’ which denotes that this is the 1st progress report for the current marking period**

3. **Review Student Summary:**
   - Absences
   - Grades to Date ***see below***

4. **Based on student summary, select a “Progress” status for student**

<table>
<thead>
<tr>
<th>YTD</th>
<th>Current</th>
<th>Knowledge Grade</th>
<th>Skill Grade</th>
<th>Work Ethic Grade</th>
<th>PDP Grade</th>
<th>Grade to Date</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excused:</td>
<td>0</td>
<td>0</td>
<td>999</td>
<td>999</td>
<td>100</td>
<td>999</td>
<td>999</td>
</tr>
<tr>
<td>Unexcused:</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Unexc. Tardy:</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Submitted:</td>
<td>NO</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

5. **From the “ATT/WE”, “SKILLS/ARTS”, or “KNOWLEDGE” tabs, enter a minimum of three comments under the appropriate tabs.**
   - When you have completed entering the comments, SAVE the progress report.
   - Continue to the next student.
   - Remember to SAVE as you proceed.
6. Submit your Progress Reports:

*Attendance must be taken in your PM class before submitting the progress reports.*

**Menu Bar> Edit> Submit (by Class, Student)**
The names of students whose Progress Reports are submitted will appear in ‘blue’.

7. **Print** the Progress Reports **OR** the Progress Grades by Class w/ Comments report and submit to Guidance by the appointed time.

Also give to Guidance the names of students for whom you have not prepared a Progress Report.

**Menu Bar> Report> Select EITHER Report**

- The **Student Automated Progress Report** prints one progress report (one page) for each student.
- The **Progress Grades by Class w/Comments** report is a CLASS report. You must review this report to make sure all students enrolled in your class appear with a ‘Y’ in the SUBMITTED column on the right.
- **NEW REPORT: UNSUBMITTED PROGRESS REPORTS** – displays list of students with unsubmitted or unprepared progress reports.

**Please note:** If you suspect grades are not calculating correctly, use the menu bar to select the Student MP Grade Profile report

Or go to:

Reports> Teacher Grading> Student MP Grade Profile
Select Class and select MP
For PE and Health, select the Academic MP
Entering Midterm Exam

1. Create the Midterm Exam Knowledge Activity:
   * Modules> Teacher Grading> Knowledge Bank w/ Academics.
   * a. Sequence = 500
   * b. ID= 500
   * c. Activity Name = Midterm Exam 2020
   * d. PTS = 100
   * e. Ver = 1
   * f. Category = Midterm
   * g. Reg = T
   * h. Status = A

2. Assign the Midterm Activity
   * Modules>Teacher Grading>Knowledge Bank with Academics
   * a. From Assign Menu select “Assign By Class”
   * b. Enter a date during MP 2, i.e. 01/07/2020
   * c. Select “Save”

3. Entering in Mid-term Grade
   * Modules>Teacher Grading>Knowledge By Activity
   * a. Select class, select the “Midterm” knowledge activity
   * b. Enter students’ grades. After entering the last grade, be sure you click the SAVE icon.
   * c. Repeat for additional classes

4. Verifying Mid-term Exam Grade
   * Modules>Teacher Grading>MP Gradebook
   * 1. Select Class
   * 2. Scroll to “Mid” Category
   * 3. Verify the grade for accuracy

Important Notes:

- All students must have a Midterm grade in order to populate a Final Grade. Students who have missed the midterm exam should take a make-up exam BEFORE MP2 closes (or, at the latest, by the first two weeks of MP3).
- If Midterm grade is entered AFTER MP2, then the teacher and guidance counselor must enter midterm grades in different modules. Please notify guidance counselor if this is the case.
Entering Report Card Comments, Calculate Grades, Entering CFM Grades
For the end of each marking period

1. Calculate Confirm /Student Grades:
   a. Before you enter report card comments, go to Modules>Teacher Grading>SL Teacher MP Gradebook
   b. Open MP Gradebook for each class to automatically calculate MP grades
   c. From menu bar go to Report menu>CTE &TA Grades by Class
      i. Select each class and enter the current marking period.
      ii. Print report to confirm that each student has grades for Knowledge, Skill (CTE only) and Work Ethic grade.
      iii. CTE Teacher: You must have at least 4 Technical Academic Activities graded for each Integrated Academics assigned to your class (AM and PM)

2. CFM for CTE Teachers: All CFM grades should be entered by the end of MP 3.
   Students should have a passing grade on the CFM Task Summary Report. If a student is not passing, please see your supervisor.
   a. To Enter CFM Grades: Modules>Teacher Grading>Task Grades/CFM by Class
      i. Select Class
      ii. Select CFM Tasks button
      iii. Open the Career and Financial Management folder and select one of the modules to grade
      iv. Enter a grade for that CFM module for your students
      v. Review both classes to make sure everyone has CFM grades
      vi. At the end of the year, all CFM tasks must be completed with a passing average.

   b. Review the CFM Report at Reports>Teacher Grading>CFM Task Summary
3. Entering Report Card Comments
   a. Enter a minimum of 1-3 report card comments which align to one or more component grades
   b. Use the CTE & TA Grades by Class Report and the information in the Student Snapshot as a guide for your Report Card Comments
   c. To enter in Report Card Comments: **Modules>Teacher Grading>Student Snapshot**
      i. From the Menu bar, click Edit
      ii. Choose ‘Enter Report Card Comments’
      iii. Select Class, Session
      iv. Click once on student’s name
      v. Start entering comments for the students on the list
         (minimum of 1 comment and maximum of 3 comments)
      vi. Click the SAVE icon on the toolbar and continue to the next student
   d. The day that the marking period is going to close, finalize all grades and take PM Attendance, and open the MP Gradebook for all classes.
   e. Print the Current Grades by Class w/ Comments Report
      **Reports> Teacher Grading> Current Grades by Class w/ Comments**
      Make sure you are in the correct location to print this report. Select class, enter the correct MP in the parameter box, and click OK.
## Entering Anecdotes and Referrals

### To Enter an Anecdote:

**Modules> Teacher Discipline> Teacher Anecdotes**

1. Select Class, student name
2. Click on green arrow (CM automatically assigns the anecdote an id number)
3. Enter a brief name/description for the anecdote in the box next to the ID number.
4. Select one of the tabs: Phone, Letters, Action, Memo, and enter the information. (Select the Contact tab if you need parent/guardian contact information to notify the parent/guardian.)
5. SAVE the anecdote! When correctly saved, the anecdote will appear on the top under the student’s name.

### To Enter a Referral

**Modules> Teacher Discipline> Teacher Discipline Referrals**

1. Select Class, Student
2. Start with Green Arrow. ClassMate automatically assigns a Referral number.
3. Use the dropdowns to select:
   - Sent to: Managed in Class (no further action necessary), an administrator or counselor
   - Discipline: student’s misconduct
4. Description: Describe the referral incident
5. Location: enter the location of the incident: classroom, hall, bathroom, etc.
6. Parent Phoned: If applicable, enter the date.
7. SAVE the referral.
End of Year Review
End of Year Teacher Checklist 2019-2020

1. End of Year Requirements (In addition to 10-week Checklist)
   • Work based learning experience/CDOS credentials
     • Review Co-Op reports for students who are eligible for Technical Endorsement and/or the CDOS credential
       ▪ Co-op Hours Summary Teachers**
       ▪ Co-op weekly/Intern Rpt-Teacher**
       ▪ Co-op Attendance by Course-Class T**
   • Notify WBL Office of all activities, presenters, tours, etc. that are not on the report. Identify dates and students who participated.

2. Industry Assessment Scores
   • Notify Peter Dalton of test assessment results no later than May 22nd

3. Technical Endorsement – CTE (NYS CTE Approved)
   • Review Technical Endorsement Checklist by Class to determine student eligibility
     Reports>Teacher Grading>Technical Endorsement Checklist by Class

4. Proficiency Profile – ARTS/CTE
   • CTE Employability Profile:
     Modules>Teacher Grading>Task Grades/CFM by Class includes
     • CDOS – 21st Century Skills Assessment – to be completed by end of MP3
     • PEP Level Tasks

5. CDOS Credential & Career Pathways Requirements
   • CDOS Credential Checklist
   • In ClassMate: CFM, 21st Century Skills Assessment, Proficiency & Employability Profile, Work Based Learning, Curriculum Hours
   • Not in ClassMate: Resume
6. Grades

☐ Final Project Grade
   Modules>Teacher Grading>Knowledge by Activity

☐ Final Exam Grade
   Modules>Teacher Grading>Knowledge by Activity

☐ Passing CFM Grade
   Reports>Teacher Grading>CFM Task Grading

☐ Final Grade for Course
   Reports>Teacher Grading>Student MP Final Grade to Date

☐ Final Grade for Technical Academics
   Reports>Teacher Grading>Technical Academics Final Grade to Date

Note: When all grade components have been entered, ClassMate will automatically generate a Final Grade.
End of Year Reports

1. Proficiency & Employability Profile
   Student PEPS (includes 21st Century Work Force Skills) - teachers must complete for all students.
   Reports>Teacher Curriculum>Proficiency/Employability Profile

2. CFM Task Summary
   Displays numbers of CFM activities students passed. Students must have a passing grade in CFM to graduate and achieve Technical Endorsement.
   Reports>Teacher Grading>CFM Task Summary

3. Technical Endorsements Checklist – CTE Approved Programs Only
   Students must have all five boxes checked to be eligible to achieve TE. Requirements:
   - Pass Written Assessment
   - Pass Practical Assessment
   - Work Based Learning Experience
   - Pass a Final Project
   - Pass course
   Reports>Teacher Grading>Technical Endorsement Checklist by Class

4. a. Co-op Hours Summary – Teacher
   b. Co-op Hours by Student - Teacher
   Review students’ WBL experiences for Technical Endorsement. Use the date range parameter to see previous school year WBL.
   Reports> Teacher Options> Co-op Hours Summary-Teacher**
   Reports> Teacher Options> Co-op Hours by Student-Teacher**

Reminders...
   All students must have the following completed:
   1. CFM Grading
   2. Midterm Exam
   3. PEP Statements
   4. Final Exam
   5. Final Project
   6. 21st Century Skills
   7. Report Card Comments
<table>
<thead>
<tr>
<th>Reports 5 and 6 only run during MP 4.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students must have a final grade for CTE, technical academics and academic classes. Please see your supervisor if a student is missing a marking period of midterm exam grade.</td>
</tr>
</tbody>
</table>

5. Teacher MP/Final Grade Report - ALL CLASSES

**Runs at the start of MP4**

Students should have all final grade formula components to produce a final Grade: 4 MP grades + Midterm Exam + Final Exam

Use the MP Gradebook to calculate all classes before running this report.

Reports>Teacher Quarterly Evaluation>Teacher MP/Final Grade Report

6. Technical Academic Final Grade to date

Students need to have a TA grade for every marking period to produce a final grade

Reports>Teacher Grading>Technical Academic Final Grade to date – CTE Approved Programs Only
Entering the Proficiency & Employability Profile -CTE

Grading 21st Century Skills for Workplace Success for the PEPS and CDOS Requirements

The 21st Century Skills for Workplace Success must be completed for students who are eligible for or fulfilling a CDOS or Career Pathway requirement as well as graduating students’ Proficiency and Employability Profile.

The 21st Century Skills for Workplace Success are now found in ClassMate at: Modules> Teacher Grading> Task Grades/CFM by Student under the CDOS Tasks option.

Below is a screenshot of these skills on the Proficiency and Employability Profile. There are 18 skills that must be graded in ClassMate from 0-10. (As in the past, these ‘grades’ do not count as part of the marking period or final grade. They are for the PEPs only)

The Rating Scale rubric will convert the grade to check the boxes from 1-4.

The Rating Scale Rubric converts as follows:

<table>
<thead>
<tr>
<th>‘Grade’</th>
<th>Converts to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-10</td>
<td>4 – Exceeds Expectations</td>
</tr>
<tr>
<td>6-8</td>
<td>3 – Meets Expectations</td>
</tr>
<tr>
<td>3-5</td>
<td>2 – Needs Improvement</td>
</tr>
<tr>
<td>0-2</td>
<td>1 – Unsatisfactory</td>
</tr>
</tbody>
</table>
In order to view the entire text of the skill, you must enlarge the cell.

- Left click your mouse in the left margin on the line between tasks 1 and 2 until you see the double arrow.

- Drag the line down until it exposes the entire task. Enter a grade (0-10) for each task so it will convert to check boxes 1-4 on the PEP.

**View/Print the PEPS in ClassMate:**

- Reports> Teacher Curriculum> Proficiency/Employability Profile**
- Select Class; Click OK to print PEPS for the entire class
  - Parameters include: grade and student
Print this checklist in ClassMate: Reports> Teacher Options> CDOS Credential Checklist

CDOS Credential and Career Pathway Checklist

☐ Career & Financial Management
☐ Resume
☐ 21st Century Skills Assessment
☐ Transcripts
☐ Certificate of Completion
☐ Career Plan
  ☐ Guidance Direct
  ☐ Level 1 - Vocational Assessment
☐ Proficiency & Employability Profile (PEPs)
  ☐ Year 1
  ☐ Year 2
☐ Work-Related Technical Skills, Strengths, Weaknesses, Academic Achievements, Additional Comments:

☐ CDOS Eligible Work-Based Learning Hours _______
  ☐ Internship _______
  ☐ Co-op _______
  ☐ Clinic _______
  ☐ Job Shadowing _______
  ☐ Guest Speakers _______
  ☐ Service Learning _______
  ☐ Workplace Mentors _______
  ☐ Workplace Tours _______
  ☐ Senior Projects _______
  ☐ School Based Enterprise _______
  ☐ Entrepreneurship _______

☐ Total Work-Based Learning Hours _______

The final total number of hours at the end of two years will meet or exceed 216 curriculum hours and 34 Work-Based Learning hours.

Completed Year 1 ☐ Year 2 ☐

Teacher Signature: ___________________________ Print Name: ___________________________
Reviewer Signature: ___________________________ Print Name: ___________________________
Title: ___________________________ Date: ___________________________

Barry Tech is not a Special Education School, but we are assisting districts and students working towards the CDOS Commencement Credential, CDOS Pathway or 4+1 CTE Pathway Diploma.

Form date: May 2018
CDOS CREDENTIAL and CAREER PATHWAYS – TEACHER CHECKLIST

Print the CDOS Credential Checklist for each student in your class.

Reports > Teacher Options > CDOS Credential Checklist
Parameter: Student Type: select ALL STUDENTS

Review the requirements for the CDOS Credential or Career Pathways Diploma.
You may add other information about the student’s skills or achievements in the Comments box.

**CDOS CREDENTIAL AND CAREER PATHWAYS REQUIREMENTS**

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DATA in ClassMate</th>
<th>AUTOFILLS or MANUAL CHECK</th>
<th>PRINT REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFM</td>
<td>Already entered</td>
<td>Autofills</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>All 6 modules completed in Task Grades/CFM by Class module and student is passing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Résumé</td>
<td>No - Student completes</td>
<td>Manual Check</td>
<td>No ClassMate Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add Résumé to CDOS/Career Pathways folder</td>
</tr>
<tr>
<td>21st Century Skills Assessment</td>
<td>Already entered as part of PEP</td>
<td>Autofills</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>18 CDOS Tasks graded in Task Grades/CFM by Student module</td>
<td></td>
<td>Will print with Proficiency &amp; Employability Profile</td>
</tr>
<tr>
<td>Proficiency &amp; Employability Profile</td>
<td>Already entered</td>
<td>Autofills</td>
<td>Yes –</td>
</tr>
<tr>
<td></td>
<td>Graded PEP statements for Years 1 and 2 (Blue and Pink skills) that are part of duties/tasks</td>
<td></td>
<td>Reports &gt; Teacher Curriculum &gt; Proficiency/Employability Profile</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add to student’s CDOS/Career Pathways folder</td>
</tr>
<tr>
<td>CDOS Work-Based Learning Hours &amp; Total Work-Based Learning Hours</td>
<td>Already entered by WBL Department</td>
<td>Autofills</td>
<td>Yes- (with Details)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reports &gt; Teacher Options &gt; Co-op Hours by Student-Teacher</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review all students’ WBL hours</td>
</tr>
</tbody>
</table>

Sign and print your name on the Checklist. Return it to your Guidance Supervisor.
Print these reports:

CDOS Credential Checklist

Reports > Teacher Options > CDOS Credential Checklist

Parameter: Student Type: select ALL STUDENTS

Print this report/form to review the CDOS and Career Pathways Requirements.

Proficiency & Employability Profile

Reports > Teacher Curriculum > Proficiency & Employability Profile

Add the completed report to student’s folder.

Work-Based Learning

Reports > Teacher Options > Coop Hours by Student-Teacher

Parameters:
Show Details- YES.

Use 09/05/2018 as the start date.

Verify all WBL experiences. Notify the WBL office if any WBL is incorrect or missing so it can be entered for the student.

Sign the Checklist before returning it to the Guidance Office.

USE THE TABLE TO COMPLETE THE TEACHER CHECKLIST

1. CFM: As soon as all grades are entered for the CFM sequence in the Task Grades/CFM by Class module, and the student is passing, the box for CFM on the checklist will autofill.

2. 21st Century Skills Assessment: As soon as the 18 CDOS tasks (the top part of the PEPs) in the Task Grades/CFM by Student module are graded, the 21st Century Skills Assessment box on the checklist will autofill.

3. Proficiency & Employability Profile

Reports > Teacher Curriculum > Proficiency & Employability Profile

The PEP statements with grades and the student’s Industry Assessment results appear on the Proficiency & Employability Profile. Print and add this report to the student’s folder. The boxes for Year 1 and Year 2 (if applicable) on the checklist autofill when PEP statements (Blue and Pink skills in the duties/tasks modules) for each year are checked.
4. Work-Based Learning

Reports > Teacher Options > Coop Hours by Student-Teacher

The WBL department enters your students’ WBL experiences. Print the Coop Hours by Student report to verify the WBL and keep track of the 54 WBL hour CDOS/Career Pathways requirement. The report prints for the student’s two-year enrollment. All of the WBL hours will autofill on the checklist.

**Important:** Use parameters:

Show Details: YES

Start Date: 09/05/2018 to see the student’s complete WBL history

Other Requirements on the Checklist:

- **Transcripts:** The check autofills at the end of MP 4. Guidance counselor will print the transcript.

- **Certificate of Completion and Course Hours:** the check autofills when the student passes the course and meets the requirements to complete the course with sufficient enrollment for a one-year or two-year program.

- **Career Plan:** Guidance counselors will manually check this box.
### Entering the Final Project

#### Weighted Knowledge Categories

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Collision, Auto Tech, Computer Tech, Network Cabling, Culinary Arts, Dental Assisting, Medical Assisting, Nurse Assisting, Personal Training, Physical Therapy Aide</td>
</tr>
</tbody>
</table>

**Note:** To Achieve Technical Endorsement, Students Must Pass their Final Project

1. Create the Final Project activity
   - Modules> Teacher Grading> Knowledge Bank (with Academics)
   - a. Start with a sequence number.
   - b. **For ID, you MUST label the activity FNLPR1.**
   - c. Name the activity. (Example: Final Project 2020)
   - d. Enter the total points for the activity (each activity must be 100 points) and assign appropriate technical academics.
   - e. Category – Select any of your allowed categories. (Do not use “Final Project” category.)

<table>
<thead>
<tr>
<th>SEQ</th>
<th>ID#</th>
<th>NAME</th>
<th>PTS</th>
<th>TAs</th>
<th>CATEGORY</th>
<th>REQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>FNLPR1</td>
<td>FINAL PROJECT 2020</td>
<td>100</td>
<td>☑️</td>
<td>Tests/Quizzes</td>
<td>☑️</td>
</tr>
</tbody>
</table>

   Select one of your ALLOWED categories

   **Note:** ClassMate will flag the final project by its ID number and use it for Technical Endorsement. (See Technical Endorsement Checklist by Class report.)

2. Assign and grade the final project activity/activities as you would any knowledge activity.
   - All assigned final project activities must be graded.
   - Do not assign final project activity without entering a grade. It will count as a ‘0’.
   - If you do not want the final project activity to count as part of student’s knowledge component grade for MP 4, use the dropdown arrow to change the ‘T’ in the REQ column to an ‘F’.

---

### Verifying the Student Passed the Final Project

**Reports> Teacher Grading> Technical Endorsement Checklist by Class**

Select class. Click OK. Verify that students have passed their final project.

For programs that award Technical Endorsement, the student must have an ‘X’ in all FIVE boxes for the 6th box, Technical Endorsement, to have the final ‘X’.
Entering in the Final Project in ClassMate

**Non-Weighted Knowledge Categories**


To Achieve Technical Endorsement – Students **MUST** pass their Final Project

1. Create the Final Project activity
   Modules>Teacher Grading>Knowledge Bank (with Academics)
   a. Start with the sequence and ID number.
   b. Name the activity. (Example: Final Project 2020)
   c. Enter the total points for the activity (each activity must be 100 points) and assign appropriate technical academics.
   d. Category – Select **FINAL PROJECT** category.

<table>
<thead>
<tr>
<th>SEQ</th>
<th>ID#</th>
<th>NAME</th>
<th>PTS</th>
<th>TAs</th>
<th>CATEGORY</th>
<th>REQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500</td>
<td>001500</td>
<td>FINAL PROJECT 2020</td>
<td>100</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: ClassMate will flag the final project by its **CATEGORY** and use it for Technical Endorsement. (See Technical Endorsement Checklist by Class report.)

2. Assign and grade the final project activity as you would any knowledge activity.

   **Do not assign a final project activity without entering a grade. It will count as a ‘0’**.

   If you do not want the final project activity to count as part of the student’s knowledge component grade for MP 4, use the dropdown arrow to change the ‘T’ in the REQ column to an ‘F’.

**Verifying the Student Passed the Final Project:**

Reports> Teacher Grading> Technical Endorsement Checklist by Class

Select class. Click OK. Verify that students have passed their final project.

For programs that award Technical Endorsement, the student must have ‘X’ s in all 5 boxes in order for the 6th box, Technical Endorsement, to have the final ‘X’.
Entering Final Exam

5. Create the Final Exam Knowledge Activity:
   - Modules>Teacher Grading>Knowledge Bank w/ Academics.
     a. Sequence = 1000
     b. ID= 1000
     c. Activity Name = Final Exam 2020
     d. PTS = 100
     e. Ver = 1
     f. Category = Final Exam
     g. Reg = T
     Status = A

6. Assign the Final Exam Activity
   - Modules>Teacher Grading>Knowledge Bank with Academics
     a. From Assign Menu select “Assign By Class”
     b. Enter a date within MP4
     c. Select “Save”

7. Entering in Final Exam Grade
   - Modules>Teacher Grading>Knowledge by Activity
     a. Select class, select the “Final Exam” knowledge activity
     b. Enter students’ grades. After entering the last grade, be sure you click the SAVE icon.
     c. Repeat for additional classes

8. Verifying Final Exam Grade
   - Modules>Teacher Grading>MP Gradebook
     4. Select Class
     5. Scroll to “FEX” Column
     6. Verify the Final Exam grade for accuracy
     7. Verify the student’s Final Grade in the FNL column.

All students must have a FINAL Grade.
If a student does not have a FINAL Grade, please see your assigned guidance counselor.
Appendices

☐ Timelines
☐ Weighted Knowledge Categories
Weighted Knowledge Categories

The following courses have chosen to have weighted knowledge categories:

**Weighted Category 1:**

**Only two knowledge categories in the knowledge bank may be selected:**

- tests/quizzes: 60%
- hw/cw/jrnl/lab/proj/portf: 40%

- All Barry Tech Supplemental (Pull-out) academics (Health, Marine Science, Physical Education)
- Auto Body
- Auto Tech
- Computer Tech
- Culinary Arts
- Network Cabling

**Weighted Category 2:**

**Only five knowledge categories in the knowledge bank may be selected:**

- Tests: 30%
- Labs/Projects: 25%
- Quizzes: 20%
- CW/JRNL: 15%
- HW: 10%

- Health Cluster (Dental Assisting, Medical Assisting, Nurse Assisting, Personal Trainer, Physical Therapy Aide)

**Note:** All allowable **Weighted CATEGORIES** must be utilized in the marking period for the knowledge grade to calculate correctly. For best results, it is recommended that an equal amount of activities for each weighted category be graded in the marking period.

- **All other courses** are free to choose any knowledge category. The knowledge grades for these courses are calculated with equal weight, based on points earned/points available.
# Progress Report and Marking Period Timelines for Teachers 2019-2020

## Progress Reports:

<table>
<thead>
<tr>
<th></th>
<th>MP 1</th>
<th>MP 2</th>
<th>MP 3</th>
<th>MP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ClassMate open for Progress Report comments</strong></td>
<td>Friday September 27</td>
<td>Wednesday December 4</td>
<td>Monday February 10</td>
<td>Thursday April 30</td>
</tr>
<tr>
<td><strong>Progress Reports completed by Teachers as per RSIP Calendar</strong></td>
<td>Friday - NOON October 4</td>
<td>Tuesday - NOON December 10</td>
<td>Wednesday - NOON February 26</td>
<td>Wednesday - NOON May 6</td>
</tr>
</tbody>
</table>

## Report Cards:

<table>
<thead>
<tr>
<th></th>
<th>MP1</th>
<th>MP2</th>
<th>MP3</th>
<th>MP4 Barry Tech CTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ClassMate open for Report Card comments</strong></td>
<td>Wednesday October 30</td>
<td>Friday January 10</td>
<td>Wednesday March 18</td>
<td>Friday June 5</td>
</tr>
<tr>
<td><strong>Last Day of Class for Students</strong></td>
<td></td>
<td></td>
<td></td>
<td>Friday June 12</td>
</tr>
<tr>
<td><strong>Graduation Date</strong></td>
<td></td>
<td></td>
<td></td>
<td>Monday June 15</td>
</tr>
<tr>
<td><strong>Marking Period closes as per RSIP Calendar. All grades &amp; comments completed</strong></td>
<td>Wednesday November 6 (40 days)</td>
<td>Friday January 17 (41 days) (Regents Week: Jan 21-24)</td>
<td>Wednesday March 25 (41 days)</td>
<td>Friday June 12 (47 days)</td>
</tr>
</tbody>
</table>