



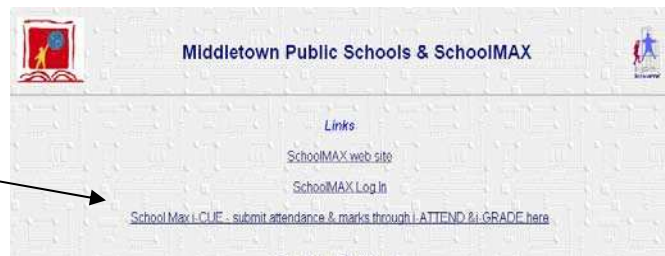
## How To Enter Grades Using I-CUE Grades K-4

1. Double click on **Internet Explorer** 
2. If not already at the Middletown Public Schools Website, type the following in the address bar:

[www.ri.net/middletown](http://www.ri.net/middletown)

3. Click the **SchoolMAX** button at the top of the webpage - *If you do not see the SMAX button, go to **TECHNOLOGY** at the bottom of the page, click on **STUDENT INFORMATION SYSTEM - SCHOOLMAX***

4. Click on **SchoolMax/ICUE link** (the 3<sup>rd</sup> one down)



5. Fill in log-in information. *Please note that the **TEACHER** field requires the use of your **SchoolMAX number**, **NOT** your e-mail/network username. **CAREFUL** - You will only be allowed 9 log-in tries before you are locked out. Contact the Tech Dept via work order if this occurs.*

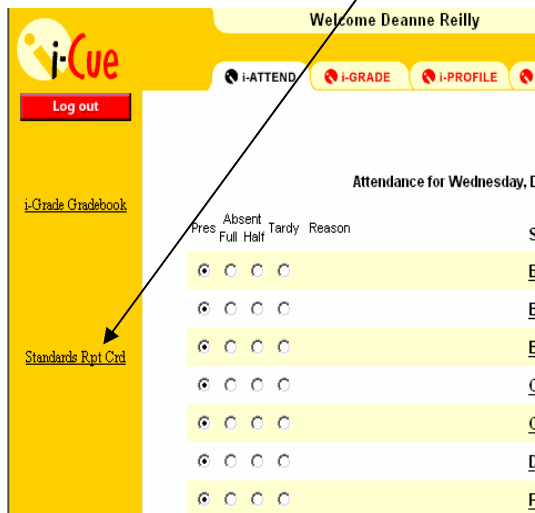
6. Click the **LOG-IN** button.



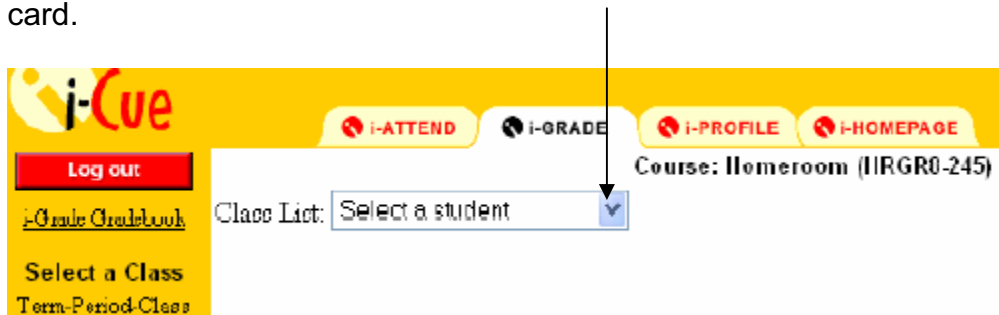
- Click on the **School** link on the **Please Select A School** screen. This should already be set to your school. Teachers who are at multiple schools will see each school they service.



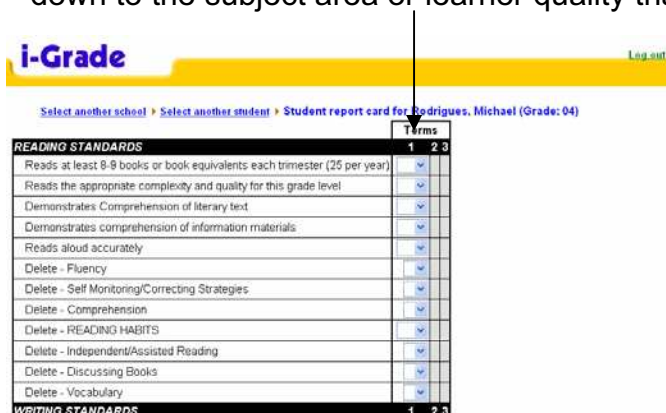
- The **ATTENDANCE** screen is displayed. Click on **Standards Rpt Crd** link on the left side.



- Click on the drop-down arrow next to **Select a student**. This will bring up your roster. Double-click on the student's name to bring up their report card.



- You will now see the standards-based report card for the student. Scroll down to the subject area or learner quality that you wish to grade.



- Click the down arrow button next to the standard to be graded and click on the appropriate grade. Be careful when using the scroll button. If the grade is highlighted when using the scroll button, it will change the grade. An explanation of marks/grades is located on page 5. *(Please note that there is no IEP/LEP designation. If the standard is not to be graded for the trimester click the X).*

The screenshot shows the i-Cue interface with a report card for a student in Course SS4 (SS4-003). The 'READING STANDARDS' section includes a table with the following rows and columns:

READING STANDARDS	Terms		
	1	2	3
Reads at least 8-9 books or book equivalents each trimester (25 per year)	3		
Reads the appropriate complexity and quality for this grade level	1		
Demonstrates Comprehension of literary text	2		
Demonstrates comprehension of information materials	3		
Reads aloud accurately	4		
	X		
	5		

This close-up shows a row in the report card with the text 'Demonstrates self-control' and a dropdown menu with a down arrow button.

- Click the down arrow button to choose areas that need to be checked/starred.

This close-up shows the 'OTHER' section of the report card. It includes rows for 'Conference requested' and 'Absences affecting progress', each with a dropdown menu and a down arrow button. There is also an 'Update' button and a link for 'Add/Edit Comments'.

- You can click the down arrows in the **OTHER** section to click Y or N if necessary.

- EXTREMELY IMPORTANT!!!!!!!!!!** Click the **UPDATE** button when you are done entering grades. Once you updated your grades, you will receive a confirmation message with the date and time. This indicates that your grades have been entered successfully.

The screenshot shows a confirmation message in red text: 'grades successfully updated - 11/29/2006 8:53:30 AM'. Below the message is a report card for 'LITERARY DEVELOPMENT/READING' with a table for terms.

LITERARY DEVELOPMENT/READING	Terms		
	1	2	3
Reads 25 books or book equivalents each year (an average of 8-9 books or book equivalents each trimester)			

- See the section on **COMMENTS** or Click the **SELECT ANOTHER STUDENT** link at the top of the page to go to the next student.
- Remember to click the **LOG OFF** button in the upper right corner of the screen before you exit out of ICUE.

This close-up shows the 'Log out' button in the i-Grade interface, which is circled in red.

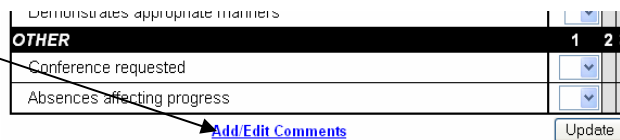
## COMMENTS

Comments are entered by clicking on the **Add/Edit Comments** link at the bottom of the student's screen. There are now online spellcheckers which can be used to spell check your comments. If you log on at school, you can use **IE Spell**. The icon is located at the top of the window.



**IE Spell** can be downloaded and used on your home pc by going to <http://www.iespell.com/>.

1. If you are not already logged onto ICUE, log-in and click on the student you want.
2. Click on the **Add/Edit Comments** link at the bottom of the report card screen
3. Click in the comment box.
4. Type your comments. Each box contains 255 characters including spaces. If you need more characters, click in the second box.
5. Click the **UPDATE COMMENTS** button.



### **IMPORTANT!!!!**

*If you have exceeded the 255 character limit the box will turn red when you click on the next comment box. At the top of the box (where the UPDATE button was) will be a message saying how many characters you used. You need to delete the excess characters (or cut and paste) and then press the TAB key or click anywhere else on the form. Use the next box for the remaining*


**DON'T FORGET!!!!**

Remember to click the **LOG OFF** button in the upper right corner of the screen before you exit out of ICUE.



# EXPLANATION OF MARKING

## Kindergarten:

EXPLANATION OF MARKING	
<b>B</b>	<b>Beginning</b> - The child cannot complete the task independently. S/he shows little or no understanding of the concept or skills. S/he does not meet grade level expectations for this trimester.
<b>D</b>	<b>Developing</b> - The child shows some understanding, however, errors and misunderstandings still occur. Reminders, hints and suggestions are incorporated with understanding. S/he sometimes meets grade level expectations for this trimester.
<b>S</b>	<b>Secure</b> - The child can apply the skill or concept correctly and independently. S/he consistently meets grade level expectations for this semester.
*	Needs Improvement
	Introduced but not <u>assessed</u> this trimester
✧	<i>Includes understanding of facts and concepts in Social Studies and Health</i>

## Grades 1-4:

EXPLANATION OF MARKING	
<b>1</b>	Student work <b>shows little or no progress and is not meeting</b> grade level expectations for this trimester
<b>2</b>	Student work <b>shows progress but is not meeting</b> grade level expectations for this trimester.
<b>3</b>	Student work <b>meets</b> grade level expectations for this trimester.
<b>4</b>	Student work is produced independently and is consistently beyond grade level expectations

LEARNER QUALITIES	
<b>C</b>	<b>Consistently</b>
<b>P</b>	<b>Progressing</b>
<b>N</b>	<b>Needs Attention</b>
*	<b>Needs Improvement</b>




*Not assessed this Trimester*

### GRADING SCALES

- Grades will be entered as numbers (1,2,3 or 4)
- **X** indicates that a standard is not assessed this trimester
- **Y** or **N** = Yes or No
- Learner Quality scores will be entered as letters (C, N, P)
- An \* (**asterisk**) will be used to indicate a concern with a learner quality.

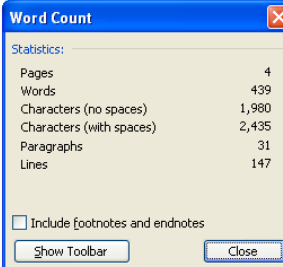


## TYPING COMMENTS USING WORD (SPELL CHECK, WORD COUNT AND COPY/PASTE DIRECTIONS)

6. Open Microsoft Word.
7. Type the student's comments. Do not use fancy fonts. Please use the default style and size. You can use up to **510** characters for comments. There are 2 boxes on the comment section. Each box holds **255** characters.
8. **Spell Check:**
  - a. Click on the spell check button  on the toolbar located at the top of the Word window
  - OR-**
  - b. Click **TOOLS->SPELLING AND GRAMMAR**
  - c. Misspelled words are often shown with a red squiggly line, you can point to the word, right-click (the button you don't always use) and click on the correct spelling from the list.

### 9. Word Count:

- a. Click **TOOLS->WORD COUNT**  
You will see a summary of how many pages, words, characters, etc. Use the Characters (with spaces) count.




Statistics:	
Pages	4
Words	439
Characters (no spaces)	1,980
Characters (with spaces)	2,435
Paragraphs	31
Lines	147

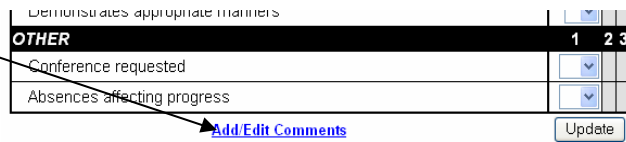
Include footnotes and endnotes

Show Toolbar      Close

If you have more than one student's comments on a page, highlight each comment and do word count.

10. Save your comments (just in case!)
11. Copy & Paste
  - a. Highlight the comment. If more than 255 characters, you'll have to copy & paste the first 255 characters and then go back and copy & paste the remainder of the comment.
  - b. Copy by using one of the methods below:
    - Click **EDIT->COPY** **-OR-** click on the copy button 
    - OR-** point to the highlighted text, right-click (your mouse – it's the button you don't always use), left click **COPY**.
12. If you are not already logged onto ICUE, log-in and click on the student you want.

13. Click on the **Add/Edit Comments** link at the bottom of the report card screen

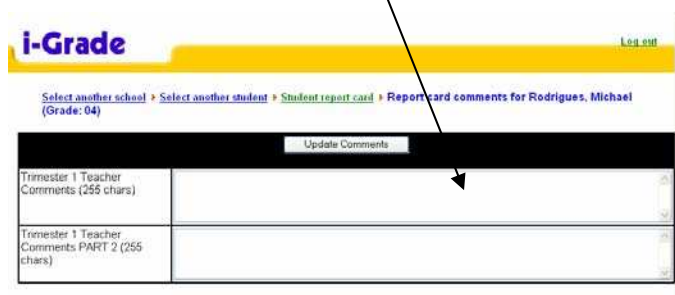


14. Click in the comment box.

15. Right-click your mouse button (the one you don't always use).

16. Left-click **PASTE**.

17. Click the **UPDATE COMMENTS** button.



***DON'T FORGET!!!!***

Remember to click the **LOG OFF** button in the upper right corner of the screen before you exit out of ICUE.

