

# School Grade book in Jacqmain

Vocabulary:

- Note = Grade = score = point
- Section = Course given by a teacher to a group of students
- examination = Big test at the end of terms

During the year a teacher has to collect some grades for every students in his class. There is 2 main parts on the grade book, the daily work and the examination.

## ***Daily work Period***

The choice of the frequency of the tests during the year is left to the teacher. All the tests for a student is reported on the grade book by making the sum of the grades and reported as a total which depends on the importance of the course (e.g. French course will be noted on 50 while the sports course will be on 45). This is the maximum points possible for a course for a daily work period. During one term, this daily work is reported 1 or 2 times in the grade book depending on the level of the student. The totals can change between 2 terms (e.g. during the first term French is noted on 50, during the second term French is noted on 100). At the end of a daily work period they make the sum of all the courses for a student and report as a percentage. They give a paper version of the grade book (called hereafter “report”) to the student. The student has to give it back few days later with its parents signature.

Two other important competencies are also noted: order and behaviour. These aren't courses but must appear in the grade book.

If a grade is under the minimum note to succeed this grade is highlighted by colours and text boldness.

At the end of the daily work periods of a term, the sum is reported on the report.

## ***Term Examination***

At the end of a term, there is an examination which is also reported in the grade book. The maximum note of an examination also depend on the importance of the course. The total can also change from one term to another. Some courses (like sports) don't have any examination.

When all examinations of a student are noted, the grade book calculate the term grade.

## ***Term grade***

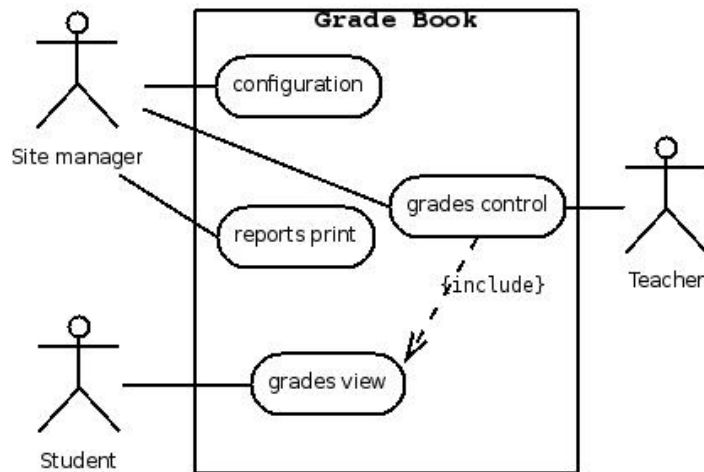
The term note is sum of the term Examination and the different daily work periods. This sum is represented as numerical and percentage. Each teacher can give some verbose informations in relation with the grade of a student to encourage him or explain the way he should act. These comments are joined together in the final report.



## Usecases

There are 3 actors involved in the grade book:

- the site manager
- the teacher
- the student



*Illustration 2: Uses cases related to the grade book*

The site manager will be in charge of all the configuration of the grade book and will be in charge of the final reports printings. As teachers may be late to encode their grades, the system has to show which are the missing grades and for which section so that the site manager can run after the teacher. The site manager will also be able to change all the grades in the system.

The teacher can change the grades related to their courses as well as see what are the grades of the other courses.

The student will be able to view his actual grades and his previous grades.

## Configuration

### Change the daily work periods

As described previously the number of daily work periods can change depending on the level. The site manager must be able to change informations related to the daily work periods in a term for a level.

The site manager ask for change the daily work periods in the grade book part of Schooltool.

The system print the list of known levels in schooltool.

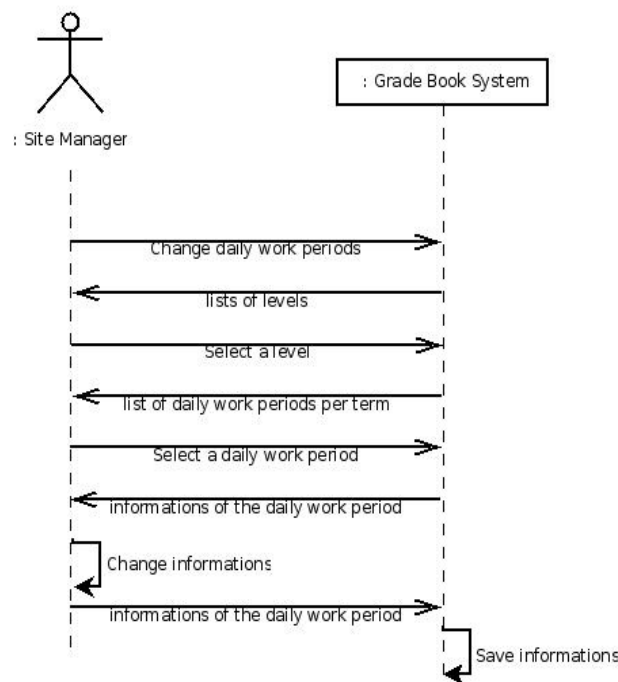
The site manager select one of these levels.

The system print the list of terms in the levels. And within each of these terms it print the Title and the end date of the known daily work periods ordered by end date.

Site manager select one of the daily work period.

System returns known informations regarding the selected daily work period. Informations are the **title** of the period, the **end of encoding date** which is the date when all grades has to be encoded for this period, the **end date** of the period.

The site manager change the informations and the system saves them.



*Illustration 3: Modification of the daily work period*

## Change the examination date

At the end of every term there is an examination. There is an important information which is required related to the examination: the **end of encoding date** which is the date (as the daily work period) when all grades has to be encoded for this examination. This is a school wide date.

It is pretty simple, to change this date, the site manager just chooses the term from the list of terms and change the end of encoding date.

## Grade control

### Change the section grade configuration

As explained before, each section can have different section grade parameters:

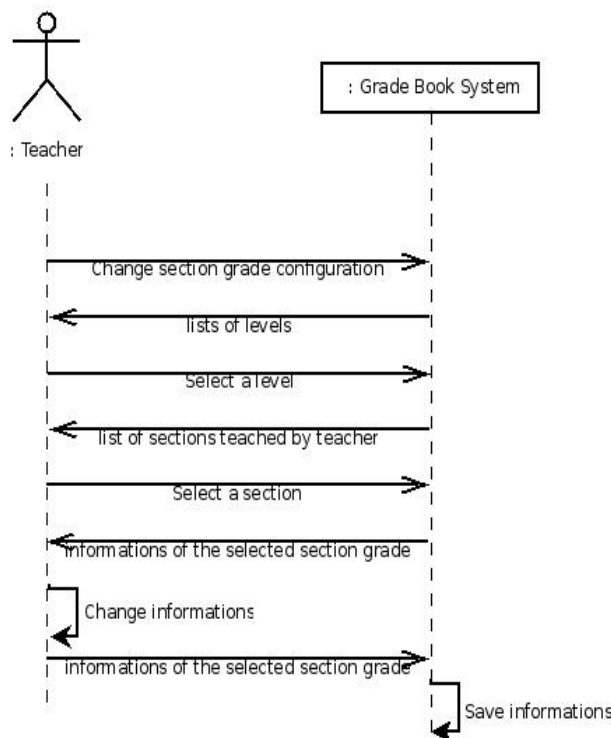
- the **maximum daily work score** that a student can have for this section during the year
- the **requested daily work score** which is the grade that a student must have to succeed the course during the year
- if the section **has an examination** at the end of each term.
- the **maximum term examination score** that a student can have for this section during each of the end of term examination (if this section has exams)
- the **requested term examination score** that a student must have to succeed the examination

The teacher (or the manager) can change this information by the following steps.

First he chooses the level of his section.

Then he chooses one of his section in this level. The system returns the informations related to the grade configuration of the selected section. The informations are the previous parameters that we described here before.

These informations are changed by the teacher in a form and be returned to the system.



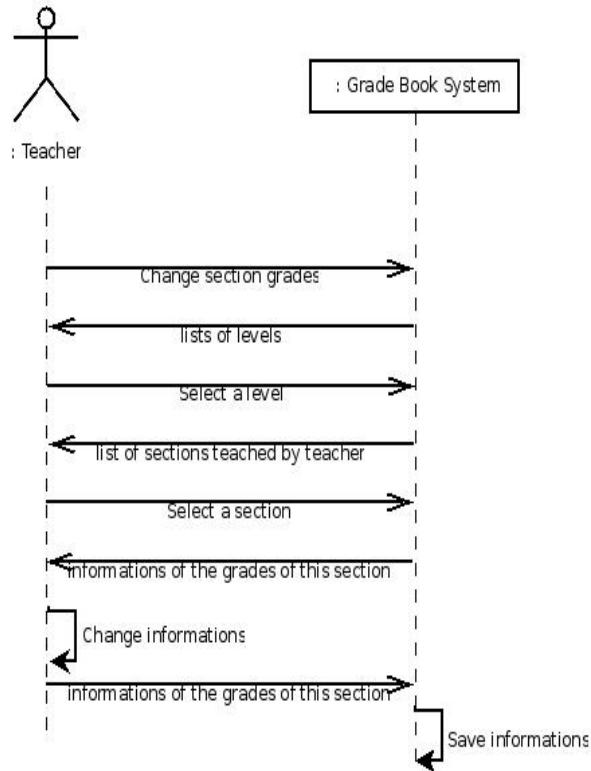
## Change the grades of a section

The teacher has to encode either a grade for one of the daily work period defined by the site manager either the results of a term examination. As the system knows the actual date and the end of encoding date for each daily work period and examination, the system is asking to the teacher only the next coming daily work period or examination. Only the site manager can change old periods notes.

Just as in the section grade configuration, the teacher select the level and select the section. For the teacher, the informations of the grades of the section is in fact a form where only the next coming daily period or the next coming examination can be encoded for every students attending this sections.

There is an exception, if the teacher didn't encode the previous period, it still can encode it.

The site manager can edit all grades for all the periods on the same form.



## Select the section decision for students

Once the year is over (at the end of the last term), every teacher has to say if a student has a failure or not in his section. This decision depends of course on the note but is owned only by the teacher and the final teachers meeting. If no decision is given by the teacher, the decision will depend if the final assessment is over 50% or not.

This operation is the same as the changing the grades of a section except that the teacher don't encode a note but one of the decision (holiday work, failure, failure with examination in September, success).

## Control the missing grades

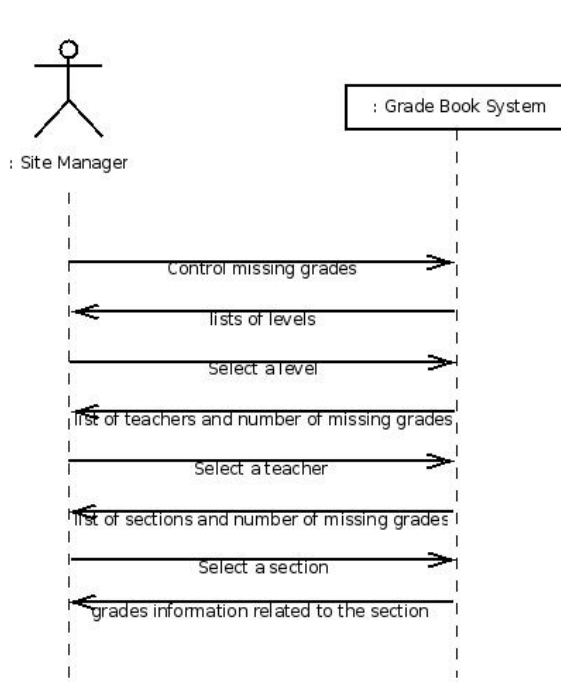
The reports have to be printed and given to the student at precise dates. It is important that all the teachers encode their notes into the system *before* those dates. To control this encoding, the site manager and the teacher need to know which are the missing notes. The site manager needs to know the missing note in every sections and the teacher only needs to know the missing note of his sections.

As the teachers have the informations about the grades. The search of missing notes is related to them.

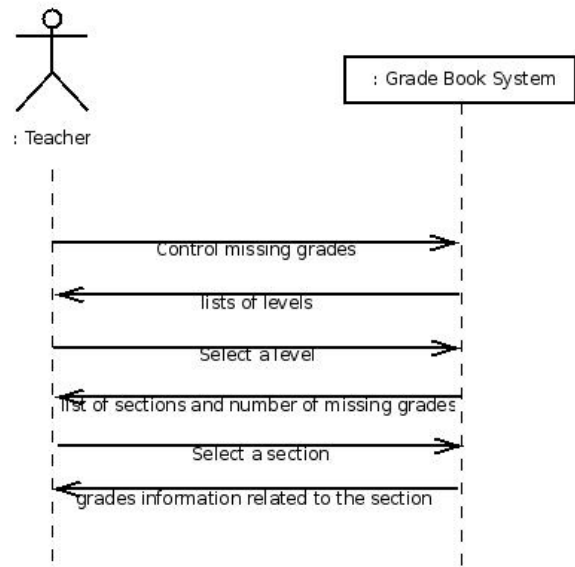
The control is a bit different between the site manager and the teacher as the site manager as to choose first the teacher and the teacher will only be able to control his missing grades.

Once we have the teacher we can have the sections related to this teacher and print out the informations related to the missing grades of every section.

If one section is selected, it gives a form to the teacher/site manager to encode the missing notes.



*Illustration 4: Missing grades management for the site manager*



*Illustration 5: Missing grades management for the teacher*

## Grade View

### Student report

At the end of every daily work period or examination the student receive a paper report which include his grades of the previous periods and the new period. This report is available for the student, the teacher and the site manager. Of course a student only have access to his notes.

This report take into account the maximum grades and the minimum grades to succeed. So the high notes are printed in green. The maximum notes are printed in blue. The under the limit notes are printed in bold red underline. The maximum totals are printed on blue over gray. The rest of the note are written in black over white.

The final report which is given to the student for parent's signature is printed by the site manager.

## 10 best students of each levels

At the end of the year, the site manager print the end grades of the 10 best results of every level of the year. This report is shown inside the school. These students receive prizes. This view is available for all the students, the teacher and the manager within the system. It hasn't been decided if this view would be available during the year or only at the end of the year.