Setting Up Your School Year for Admins

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Brief Overview

Please familiarize yourself with the following terminology that will be used throughout this document:

**School Year:**
The start and end date-range that encapsulates the entirety of the school year.

Eg. “School Year 2018-2019”

**Term:**
The duration of time in which a class runs with the same students. This can either be for the entire school year or only part of the school year.

Eg. “Full Year”, “Semesters”, “Trimester”, ...

**Grading Periods:**
Non-overlapping time ranges within a Term that represent the student’s average within that time-frame. The students’ average for a Grading Period is determined by the assessments with due dates that fall within the Grading Period date range. Grading Periods
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have a weighting attached to them that you can customize. This impacts how averages for both the Term as well as Reporting Groups are calculated.

Eg. “Quarters”, “1st 9 Weeks”, ....

**Reporting Groups:**

Used to group Grading Periods together to provide flexibility with displaying grades to students and guardians. You can think of them as “buckets” that Grading Periods can be grouped into. A Reporting Group represents the students’ average of all Grading Periods within it.

Eg. “Mid-Term Report”, “Fall Semester”, ....
How do I set up my school year in the Admin app?

Step 1: Create a School Year

Best Practice

Regardless of how your classes are broken down, you should **always** set the school year to encompass the entirety of the school year.

How To

1. Under the “Marking Cycles” tab within the “Settings” view in Admin, click on “Click Here to Add a School Year”.

**NOTE:** If you are an admin of multiple schools, your screen will look like this:
2. Enter in the School Year name, start & end date, rotation schedule and the days of teaching.

What’s a Rotation Schedule and Days Teaching?

If your school uses Planboard and/or Chalk Attendance, please note that the Rotation Schedule and Days Teaching settings are relevant to you. The “Rotation Schedule” determines the repeating cycle of your instructional days and the “Days Teaching” determines what days of the week your school is in session for classes.

Example

At Chalk Academy the School Year runs from September 1st, 2017 until May 24th, 2018. As Such we will setup our School Year to be:

- **Name:** 2017-2018 School Year
- **Start Date:** September 1st, 2017
- **End Date:** May 24th, 2018
In the next steps we will break this down into the various semesters that classes fall into.
Step 2: Create a Term

Best Practice

In setting up Terms you will want to ensure that you have a Term setup to accommodate each type of class that you have in the school. In general, there are two most common types of classes you can have in a school:

1. Class that has the same students enrolled in it for the whole school year
2. Class that has the same students enrolled in it for part of the school year (Ex: Trimester, Semester, etc.)

IMPORTANT NOTE: It is possible for a given school to have multiple, overlapping Terms that accommodate both types of classes.

How To

1. Select the “Marking Cycles” tab from the “Settings” view and click “Add Term”.

![Image of adding a term in the settings view]
NOTE: If you are an admin of multiple schools, your screen will look like this:

2. Enter in the Term Name, Term ID, and the start & end date.
Once the Term is created, you will be able to manage it from the “Marking Cycles” view:

A. School Year

B. Terms

Additional Options:

1. View the Term ID and its start & end date information.
2. Edit the Term information.
3. Create additional Terms.
Example

For Chalk Academy, there are some classes that will have the same students all year long as well as classes that are semester based. As such we will want to setup 3 Terms to accommodate all types of classes we have. The Terms we will create are as follows:

- **Term 1: Fall 2017** (September 1st, 2017 - December 21st, 2017)
  - TermID = fall2017
- **Term 2: Winter 2018** (January 1st, 2018 - May 24th, 2018)
  - TermID = winter2018
- **Term 3: 2017-2018 School Year** (September 1st, 2017 - May 24th, 2018)
  - TermID = 20172018

**IMPORTANT NOTE:** The TermID is how we will be able to assign specific classes to a specific term. Year-long classes will be assigned to ‘20172018’ whereas the semester based classes will be assigned to either ‘fall2017’ or ‘winter2018’
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Step 3: Create Grading Periods

Best Practice

Consider how you want grades broken down within a term and how they are averaged. Grading Periods should be setup to represent this break down.

How To

1. Click “Add Grading Period” in order to add Grading Periods within the Term. Enter in the Grading Period name, start & end date as well as the weight value if applicable.

   ![Create Grading Period](image)

   **NOTE:** To edit the Grading Period information, click on the Grading Period row.

   ![Grading Period Table](image)

   **NOTE:** If you have created Grading Periods that are already in use, you will need to reach out to support@chalk.com in order to update the Grading Period weight.
Example

At Chalk Academy grades are reported out to Students and Guardians broken down by 9 week periods. We must also report out the semester exam. As such Grading periods within each Term need to be setup as follows:

Term 1: Fall 2017
- Grading Period 2: 2nd 9 Weeks (Oct 16th, 2017 - Dec 15th, 2017) - 40%
- Grading Period 3: Fall Semester Exam (Dec 16th, 2017 - Dec 20th, 2017) - 20%

Term 2: Winter 2018
- Grading Period 1: 3rd 9 Weeks (Jan 1st, 2018 - March 7th, 2018) - 40%
- Grading Period 2: 4th 9 Weeks (March 8th, 2018 - May 20th, 2018) - 40%
- Grading Period 3: Winter Semester Exam (May 21st, 2018 - May 24th, 2018) - 20%

Term 3: 2017-2018 School Year
- Grading Period 2: 2nd 9 Weeks (Oct 16th, 2017 - Dec 15th, 2017) - 40%
- Grading Period 3: Fall Semester Exam (Dec 16th, 2017 - Dec 20th, 2017) - 20%
- Grading Period 4: 3rd 9 Weeks (Jan 1st, 2018 - March 7th, 2018) - 40%
- Grading Period 5: 4th 9 Weeks (March 8th, 2018 - May 20th, 2018) - 40%
- Grading Period 6: Winter Semester Exam (May 21st, 2018 - May 24th, 2018) - 20%
Step 4: Create Reporting Groups *(OPTIONAL STEP)*

Best Practice

Reporting Groups can be setup to include Grading Periods across multiple terms so you can report on a given time frame all within one report. Mainly used to support students who have classes that are in different terms. Note that any custom Grading Period weighting will be considered in the average calculation for the Reporting Group.

How to

1. Under the “Reporting Options” tab within the “Settings” view in Admin, click on “Create New Reporting Group”.

   ![Create New Reporting Group](image1)

   **NOTE**: If you are an admin of multiple schools, your screen will look like this:

   ![Create New Reporting Group](image2)

2. From the window that appears, give a name for the Reporting Group, select the Grading Periods you want to include, and click “Create”.

   ![Create Reporting Group](image3)
Once you have collected the Grading Periods into Reporting Groups, you will be able to manage them from the “**Reporting Options**” view.

**A. Reporting Groups**

1. Edit the name of this Reporting Group.
2. Add a Grading Period to this Reporting Group.
3. Remove this Grading Period from the Reporting Group.
4. Delete this Reporting Group.

**B. Grading Periods**
Example

Chalk Academy will need to report out on semester averages which will leverage the Grading Periods setup in the previous step. Reporting Groups will be setup as follows:

- **Reporting Group 1: Fall 2017**
  - Term 1, Grading Period 1
  - Term 1, Grading Period 2
  - Term 1, Grading Period 3
  - Term 3, Grading Period 1
  - Term 3, Grading Period 2
  - Term 3, Grading Period 3

- **Reporting Group 2: Winter 2018**
  - Term 2, Grading Period 1
  - Term 2, Grading Period 2
  - Term 2, Grading Period 3
  - Term 3, Grading Period 4
  - Term 3, Grading Period 5
  - Term 3, Grading Period 6
Customize Display Options

Editing the Display Options in the Admin app will affect what grades students and guardians can view in their Chalk accounts. On the right is an example of what students and guardians would see from their Chalk accounts.

1. Select “Display Options” under the “Reporting Options” view in Admin settings.

2. Select or deselect which Reporting Group or Grading Periods you would like to display to students and guardians.

NOTE: You have the option to show or hide the end-of-year cumulative Overall Grades from being displayed to students and guardians.