Equitable and Best Practices for…

Course Titles, Credit Types, Prerequisites, Honors Options, Gradebook Defaults and Teacher Autonomy

What	Who	How
Equity and Consistency: Criteria for "Honors" course descriptors: • Accelerated • Advanced • Honors Option	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting.
Equity and Consistency: application of transcripted "Honors" credit. • Which courses? • At what proficiency level?	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting.
Synergy Gradebook: **Standards Proficiency Analysis** options/Lock Down? • Power Law • Highest Score • Last Score • Mean • Median • No Analysis	Erin, Travis, Matt (build PMP and facilitate the team)	• Leave all options open for 2013-2014, except "mean," with "No Analysis" as the automatic default. Create definitions for PD. • Begin a conversation this Spring with identified "Proficiency Teacher Leaders" to look at Beaverton process and define the HSD process. • Matt and Travis to work with Jim Harrington to identify a joint IT/T&L PD team.
Synergy Gradebook: **Score Types** District Default Options/ Lock Down? • Letter (currently tied to %) • Raw Score/Points • Rubrics (0-4, basic), (0-9, AP) *Relates to Grade Scale.*	Erin, Travis, Matt (build PMP and facilitate the team)	• Erin to create options • Default will be a proficiency option. • Match options to **Grade Scale** options if possible. • Do not lock down at district level. • Begin a conversation this Spring with identified "Proficiency Teacher Leaders" to look at Beaverton process and define the HSD process. • Matt and Travis to work with Jim Harrington to identify a joint IT/T&L PD team.
Synergy Gradebook: **Grade Scale** District Default Options/ Lock Down? • Current: traditional % • Standards Matrix? (Bvtn's Summary Judgement)	Erin, Travis, Matt (build PMP and facilitate the team)	• Erin to create options • Default will be a proficiency option. • Only letter grade viewable in Parent Vue (no %) • Match options to **Score Types** options if possible. • Not sure about locking down at district level yet. • Begin a conversation this Spring with identified "Proficiency Teacher Leaders" to look at Beaverton process and define the HSD process. • Matt and Travis to work with Jim Harrington to identify a joint IT/T&L PD team.
Synergy Gradebook: **Assignment Comments** District Default/Lock Down? • Current: Extra Credit, Language, Late, Absent, Missing, Incomplete *Viewable by parents in Parent Vue*	Erin	• Delete "Extra Credit" and "Language". • Keep other four options. • Seek input from teacher leaders. • Lock down at district level.

What	Who	How
Synergy Gradebook: **Assignment Categories** • Normal • Extra Credit • Not for Grading	Erin, Travis, Matt	• Work with IT to learn more about application. • Goal for grading application: *For Grading* and *Not for Grading*, delete *Extra Credit*

Synergy Gradebook: **Assignment Types** District Default/Lock Down?
• Current: Homework, Quiz, Assignment, Project, Summative, Formative, Test
Does this match our values? Why is "homework" the only about location of the work? Any can be Formative or Summative.
• Tier 1: Formative, Summative
• Tier 2: Practice, Assignment, Project, Assessment
	Erin, Travis, Matt, Eavi	Eavi investigating options
		• Lock down *Formative* and *Summative* as required
		   o Allow teachers to switch between the two within a single assignment at a student level.
		• Add a level or tier after that for other assignment types
		   o Tier 2 (district defaults): Practice, Assignment, Project, Assessment
		   o Open for teachers to add others
		Update: Eavi

Synergy Gradebook: **Report Card Comments & Translations**	Erin	1. Give to Patricia for initial translation. 2. Ask Lourdes to review and revise initial translation if necessary.
Synergy Gradebook: **Course Length** • Determine if high school needs some courses to be identified as "36 weeks" instead of the standard "18 weeks".	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting. • Acknowledge implications for PCS and grading practices.
Synergy Gradebook: **Mark Definitions** • Which courses receive default "H" and "M" credit? • Which course open for selected "H" and "M" credit? • What letter grades qualify for default "H" credit?	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting. • Even with default settings, all courses should allow teacher selection of non-default options. • Ties to "Equity and Consistency: application of transcripted "Honors" credit."
Equity and Consistency: **Honors Options** • Which courses offer an "Honors Option"? • What are the shared criteria to earn an "H" credit from an "Honors Option?	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting. • Include Honors Options in PCS
Equity and Consistency: Credit Recuperation process from D-F in "Honors" courses.	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting.
Equity and Consistency: **Course Pre-requisites**	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting.
Equity and Consistency: **Course Catalog descriptions and language.**	Erin, Travis, Matt	Map out a plan this Spring for 2014-2015 SY implementation, which would most likely require us to be ready by January 2014 for course catalogs and forecasting.
Review of test Gradebook	Erin, Eavi, Jane	Set up a visual demonstration of the Gradebook after the test run with Jane and Eavi for Travis and Matt.
Genesis Defaults??		

Can the percentages be removed or replaced with something else in the Student Progress Report with Standards?

Percentages can be removed but it also removes the bar.   You have some display options for the Progress Report:
- Show Overall Grade *(this was checked on the example I sent you)*
- Show Points *(this was checked on the example I sent you)*
- Show Bar *(this was checked on the example I sent you)*
- Show Areas with No Results
- Show Assignment Detail
- Show Standards Detail *(this was checked on the example I sent you)*
- Request Signature
- Show Category Breakdown
- Show Class Average
- Show Assignment % of Overall Score

I saw an element called "Report Card Items" in the Gradebook Score Entry with Standards screen that mentioned Report Card Correlations. Can we correlate standards to reporting categories (standard domain/cluster) to make the report card less cumbersome? If so, can we allow teachers to grade on individual standards and/or the report card categories to which the correlate (choice)?
My understanding of Report Card Correlation is that it is only available for Elementary level where every student in the same grade receives the same report card with same standards. I will add it to my list of questions for the Synergy Gradebook trainer to see how this works for secondary teachers using standard based Gradebook with final grades calculated based on standards.

Is there a Parent Vue with Class Standards Summary?
There isn't an overall summary by course at the secondary level but they can see the standards at the assignment level.

Any luck with our ability to redefine the Assignment Types into two tiers?
I have been told that the decision has been made to go with the "out of the box" features of Synergy for this first year.

Email notes to Eavi (02/15/2013):
Standards Proficiency Analysis
- Delete *Mean* option
- Leave *Power Law, Highest Score, Last Score, Median*
- Add *No Analysis* option (per conversation with Jim)
- Have *No Analysis* be the default option.

Score Types
- Erin is creating district default options (most likely 5 options), and send these to Eavi
- Do **not** lock down at district level/ Allow teachers to create additional options

Grade Scale
- Question: Can we have multiple district default options?
- If so, we would like these to match the Score Types (except *Raw Score/Points*)
- If not, we will need to discuss further to select the district default.
- We have not made a decision about locking this at the district level yet.

Parent Vue
- Only display Letter Grade and Standards information
- Do **not** display percentages used to calculate Letter Grade

Assignment Comments
- Delete *Extra Credit* and *Language*
- Keep *Late, Absent, Missing, Incomplete*
- We may add more
- Lock down at district level

Assignment Categories
- Rename *Normal*, as *For Grading*
- Delete *Extra Credit*
- Keep *Not For Grading*

Assignment Types
- Would like to see two levels of Assignment Types.
- Level/Tier 1: *Formative* and *Summative*
  - Locked at district level
  - Required for all assignments
  - Ability to be weighted for grading
  - Ability to change for individual students per assignment *(i.e., the same assignment could be Formative for most students, but switched to Summative for select students who have demonstrated mastery)*
- Level/Tier 2: *Practice, Assignment, Project, Assessment* as district defaults
  - Open for teachers to make additions
  - Ability to be weighted for grading
  - Not required

Report Card Comments
- These are in the translation phase and should be done by Friday, February 22, 2013

Mark Definitions
- Courses that earn "H" and "M" designations as a default will be indicated on the course spreadsheet (Erin).
- Teachers can select "M" designation in all general education courses. Default should only be "M" if designated as such.
- Teachers can select "H" designation in courses marked as "Honors Option Available" on the course spreadsheet. Default should not be "H" designation for these courses.
- All courses that can earn "H" and "M" designations will have this option for all letter grades (A-H, B-H, C-H, D-H, F-H/A-M, B-M, C-M, D-M, F-M).

Course length
- All high school course lengths will remain "18 weeks" for the 2013-2014 school year.

Menu Slimming
- Matt Smith, Travis Reiman, and I would like to attend a demo of the Gradebook with Eavi and Jane after the above changes are made.
- At this time we would like to discuss the slimming down of menu options for ease of use.

PD Plan
- Erin is developing written documentation of terminology and features above that convey shared definitions, best practices, and possible applications.
- We would like to co-plan professional development for teachers with IT. Can we be kept in the loop about PD planning sessions and training dates?

Erin Croley
Hillsboro School District
Teaching & Learning