

How-To-Enter Grades into in MSP

Assignments for 2021-2022 have been imported from last year's gradebooks (for returning instructors teaching the same courses) and/or created for new instructors/course levels. The module numbers and module names have been added to make it easier to identify and use for signing up for computer lab testing. If you would like to add additional assignments into your gradebook, you are welcome to do so. You have the capability to do so.

Paper Tests will no longer be used. Instead, we will offer a study guide they apprentices will fill out during lecture and/or as homework. Once graded and corrected, they should be returned to apprentices for use to study for online tests.

Also, Performance Profiles will be used as 10 point classwork assignments for all applicable modules (These are worth *all* 10 points or 0).

(Performance Profiles need to be performed along with correlating modules and turned in QUARTERLY.)

It is *imperative* that module profile sheets be ***completed as they are performed, entered into MSP, and submitted to our office for entering into the official NCCER Registry.***

MODULES ARE NOT EVER CONSIDERED AS BEING COMPLETE BY NCCER UNTIL BOTH THE ONLINE TEST AND THE PERFORMANCE PROFILE HAVE BEEN SUBMITTED TO NCCER.

Step 1: Login to MSP www.mystudentsprogress.com

Step 2: Click on your course name

entsprogress.com/MSP/index.cfm?fuseaction=Teacher.main#

erk Online | NASSAU CLERK

Northeast Florida B

Teacher Dashboard: ▾

Weather

Could not retrieve weather due to an invalid location.

Use Your Location

Today's Calendar

TODAY IS MONDAY, 10/16/2017

YOU HAVE NO EVENTS IN YOUR CALENDAR TODAY.

Remaining School Days in School Year: 2018


DAYS REMAINING IN GRADING PERIOD, 1
196
46% OF THE GRADING PERIOD.

DAYS REMAINING IN SCHOOL YEAR
1
12% OF THE SCHOOL YEAR.

Classroom Statistics - Grading Period: Quarter 1

Attendance Status	Period	Course ID	Course Name	Class Avg.	Last Added Assignment Date	Assignments Not Graded	Extra Credit Assignments	Missing Assignments	Highest Student(s)	Lowest Student(s)
<input type="checkbox"/> Take Attendance	1	P1TT17	Plumbing 1	% /						

Platform Usage from 05/01/2017 - 04/30/2021



Top 5 Admins | Top 5 Teachers | Top 5 Parents | Top 5 Students

Name	School	No. of Logins
Thomas, Christina	Northeast Florida Builders Association (184)	298
Glass, Michelle	Northeast Florida Builders Association (184)	227
Harrington, Laura	Northeast Florida Builders Association (184)	157

Step 3: Select "Go to Grades" button for each assignment you want to update for the class.

Grades & Attendance: Grades & Assignments

Quarter 1 Jump To: -- Select --

1 Laura's HVAC Critters Assignment Calendar - Quarter 1 (School Year 2017-2018)

Class Average: 83% / C Set Sort Defaults Add New Assignment Copy Assignments Grade Book View Missing Assignments

Due Date	Category	Assignment	File	Points	Extra Credit	Class Average	Graded/Students	Enter Grades	Action
10/16/2017	NCCER Paper Tests	Module 1- Basic Safety- Paper Test	No File (Upload File)	100	No	82.00 / 82.00%	1 / 1	Go to Grades	
10/16/2017	NCCER Paper Tests	Homework #1	No File (Upload File)	30	No	0.00 / 0.00%	0 / 1	Go to Grades	
10/16/2017	NCCER Online Tests	Module 1- Basic Safety- Online Test	No File (Upload File)	100	No	67.00 / 67.00%	1 / 1	Go to Grades	
10/16/2017	NCCER Classwork	Module 1- Basic Safety- Review Questions	No File (Upload File)	25	No	25.00 / 100.00%	1 / 1	Go to Grades	
10/16/2017	NCCER Classwork	Module 1- Basic Safety- Performance Profile	No File (Upload File)	50	No	50.00 / 100.00%	1 / 1	Go to Grades	

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Step 4: Add grade percentage for each apprentice

Grades & Attendance: Grades & Assignments

Enter Grades

Assignment: Module 1
Points: 100

Global Grade:

If all grades are same

Enter comments for staff/apprentices as needed

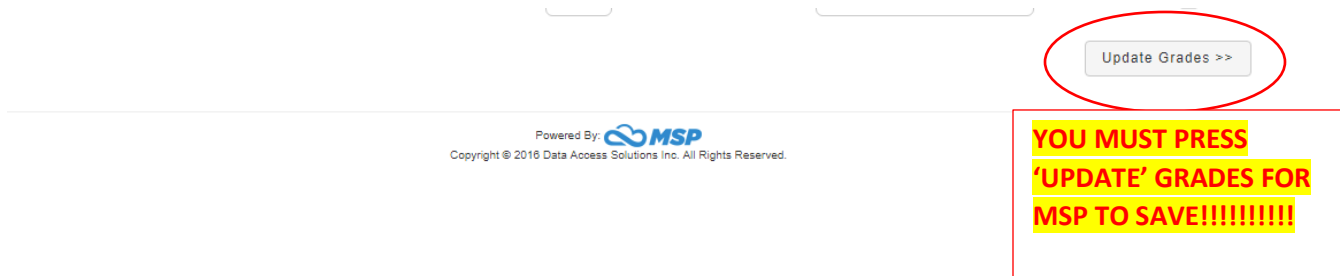
ID	Student	Grade	Gender	Points	%	Grade	Comments	Missing
503-74-2270	Bollinger, Alan	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
503-55-1111	Boyette, Hayden	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
050-00-2121	Crayon, Brian	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
505-00-5005	Frye, David	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
126-00-0100	Gates, John	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
503-00-0000	Gilmore, Bryan	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
504-64-7505	Gonzales, Caleb	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
503-55-0151	Hackett, Ryan	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
504-00-2512	Hagan Jr., Randy	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>
267-00-1002	Hale, Philip	P1	M	<input type="text"/> /100	NA	NA	<input type="text"/>	<input type="checkbox"/>

Insert Points Earned

If online test score is less than 70% passing, please mark. Once retake grade is passing (70% or higher), please uncheck box.

Step 5: Repeat Step #4 for all apprentices on the roster.

Step 6: Finalize Grades at the bottom of the page.



Submitting Semester Grades Notes:

1. Mark every non-passed online module exam (score of less than 70% on online test) as being a **"Missing Assignment."** ****VERY IMPORTANT****
2. Use Comments section in grade book to make notes for apprentices/employers/staff to see. ****VERY IMPORTANT****
3. ***Grades for missing tests due to absences need to be entered as a "0" until they are made-up.*** Once test has been made-up, please update the grade in MSP accordingly. (The highest grade to be given to a previously failed **"retake"** is 70%.)
4. Email Rachael Burke at rburke@nefba.com when you finalize all assignment grades for each quarter in accordance to the grade timeline (***see guidebook***). A couple of reminder emails will be sent regarding grade deadlines. Once the deadline has been reached, the progress reports will be printed regardless of whether I have received confirmation or not. Please reach out if you have any questions or concerns.

How-To- Create New Assignments in MSP

Step 1: Select “Add New Assignment”

The screenshot shows the MSP interface for a teacher. At the top, there is a URL: `gress.com/MSP/index.cfm?fuseaction=Teacher.grades&admin_return=teacher&course_id=70882&result_by_edit=student&subAction=results&school_year=2018&first_launch=Yes`. Below the URL is a navigation bar with the text "NASSAU CLERK" and a "North" logo. A dropdown menu is open, showing "Grades & Attendance: Grades & Assignments". Underneath, there is a "Quarter 1" label and a "Jump To: -- Select --" dropdown. A link for "1 Plumbing 1 Assignment Calendar - Quarter 1 (School Year 2017-2018)" is visible. Below the link, there are several buttons: "Class Average: N/A", "Set Sort Defaults", "Add New Assignment" (circled in red), "Copy Assignments", "Grade Book View", and "Missing Assignments". Below the buttons is a table header with columns: "Due Date", "Category", "Assignment", "File", "Points", "Extra Credit", "Class Average", "Graded/Students", "Enter Grades", and "Action". Below the table header, the text "There are no assignments scheduled this month." is displayed. At the bottom, there is a footer with the text "Powered By: MSP" and "Copyright © 2016 Data Access Solutions Inc. All Rights Reserved."

Step 2: *NEW* Assignment Categories (NCCER Classwork of your choice/Performance Profile Labs, Study Guide/Homework, NCCER Computer Test)

Grades & Attendance: Grades & Assignments

Assignment Editor

Plumbing 1

*Due Date: 10/16/2017

* Date to display 10/16/2017

Assignment in Parent Portal: (This will post to Parent's Grades & Attendance and Calendar Module)

*Category:

(Please select a Category to complete the Assignment)



Step 3: Finalize all assignment details using guide below.

Grades & Attendance: Grades & Assignments

Assignment Editor
Plumbing 1

*Due Date:

* Date to display Assignment in Parent Portal:
(This will post to Parent's Grades & Attendance and Calendar Module)

*Category:

*Assignment: **Mandatory Field**

Description: **Optional**

Chars: 0
(MAX 4000 Characters)

Point Value: # **Mandatory Field**

Extra Credit: Yes No **Mandatory Field**

Select one of the courses below; if you wish to copy this assignment into another grade book. Category setup has already been verified, leaving the matching grade books. Please note: by checking the box next to the same course header you are currently in and clicking submit, it will duplicate this assignment in this course.

Copy Assignment to: P1TT17 - Plumbing 1: King-1 **SKIP**

Assignment Files:
(Upload File)

CLICK 'UPDATE'

***NEW* Grade Weight starting 2020-2021:**

Classwork/Performance Profiles: 20%

Homework/Study Guide: 30%

NCCER Online Test: 40%

***NEW* Grading Scale starting 2020-2021:**

90-100 = A

80-89 = B

79-70 = C

Under 70% is failing

