

STAR PORTAL INSTRUCTIONS

Welcome to the newly revised STAR PORTAL INSTRUCTIONS. Hopefully you will find these instructions useful. Should you have any questions regarding these instructions please let me know.

- 1) If you have not already done so please set in your favorites this website:
<https://ssms.state.tn.us>
- 2) Click on the “Click to Log In” in the upper right corner.
- 3) Once logged in you will need to click on the “teacher” tab. You will sometimes need to go to the state listings at the bottom. Choose South Carroll
- 4) You will see all your classes (if a class is missing or you see a class that should not be there PLEASE let me know).
 - a. You then click on the “GRADEBOOK” tab to set up categories / assignments and post grades for same. Instructions to follow.
 - b. To Check Final Grade and Post Mid Term/Final Exam click on the GRADES tab. Instructions to follow.
- 5) Deadlines will be set for each quarter/semester to insure that adequate time is allowed for changes and printing of report cards. Should you need help meeting these deadlines please let me know. I’m happy to help you.

GRADEBOOK Set Up and Entry:

- 1) You will need to enter your categories and assignments. Entry of categories and assignments will be required (you will no longer be allowed to just enter a final grade at the end of the quarter/semester). Categories must add up to 100% (e.g. class assignments 25%, participation 25%, homework 25%, tests 25%). The weight given to each category is up to you. Mid year and Final Class Exams will be entered separately at the end of the quarter/semester (See Posting/Checking Report Card Grades). If you place a mid-term/final exam score in the regular site the student will not receive adequate credit.
- 2) Once you have your categories and assignments in you will be able to post your students results for each assignment. If a student is exempt from an assignment and you do not wish for that assignment to count against them place an “X” in that field. Please note that this is a capital “X” not a lowercase “x”. If a lowercase “x” is used it will not calculate the students grades properly and cause portal to lock out that entire class. Should you accidentally post a lowercase “x”, please let me know so that I can fix the problem before report cards are run. Placement of an “X” also applies with posting of the final exams.
- 3) You may make changes to the grades at any time during the quarter/semester. Should you need to change a grade in a previous quarter please inform me so that I may recalculate that student’s grade.

END OF QUARTER/SEMESTER processes:

- 1) At the end of the quarter or semester you will need to hit the recalc button at the bottom of your students. This will insure that all the student's grades have been recalculated to a final average and that the average has posted.
- 2) After hitting the "update grades" button you can go to the "GRADES" tab and review their final average for assignments done during the quarter/semester, make changes if necessary, place final or midterm exams and submit the grades for processing. Attached is the coding structure for each section (K-4, 5-8 and 9-12).
- 3) Once you have submitted your grades please email me (kjones@tennk12.net) or leave a message in my box that you have completed posting of your grades. I will calculate (if necessary) your grades and provide you a "Grade Verification Report" for review and approval. These will be the grades that will show up on the student's report card. Please sign and return to my box. If changes are made please mark accordingly and return to my box. Calculations are performed as follows (only end of year is calculated on Elementary School Grades):

Middle School:

1 st Quarter	45%
2 nd Quarter	45%
Mid-Term Exam	10%
	= 1 st Semester Grade

3 rd Quarter	50%
4 th Quarter	50%
	= 2 nd Semester Grade

Final Grade Calculation

1 st Semester	45%
2 nd Semester	45%
Final Exam	10%
	= Final Class Grade

High School

Quarter Length Classes:

Quarter Grade	85%
Final Exam	15%
	= Final Grade

Semester Length Classes:

1 st or 3 rd Quarter	42.5%
2 nd or 4 th Quarter	42.5%
Final Exam	15.0%
	= Final Grade

GRADES Tab Grade Posting Table

GRADE	Box Description in Grades Tab	Description of Code	Instructions
K-12	1, 2, 3, 4	Indicates each quarter	By hitting the “update grades” button on the “GRADEBOOK” Tab this will be automatically set. You may elect to change this or leave as calculated
5-8	EX	Mid Term Exam	Place Mid Term exam score. “X” if exempt.
	S1	Semester 1	Indicates the calculated grade for 1 st semester. This grade is calculated by the DBA. See calculations above.
	S2	Semester 2	Indicates the calculated grade for 2 nd semester. This grade is calculated by the DBA. See calculations above.
	FE	Final Exam	Place final exam score. “X” if exempt.
	FY	Final Grade	Indicates final grade for that student/class. See calculations above for how grade is calculated.
9-12	FX	Final Exam	Place final exam score. “X” if exempt.
	DC	Dual Credit	Indicates grade given for college credit class.
	FY	Final Grade	Indicates final grade for that student/class. See calculations above for how grade is calculated.