



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

**MNTS TAMIL SCHOOL**



தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்ஹென்றும் !!

**மதிப்பீட்டு அமைப்பு**

**GRADING SYSTEM –**

**TEACHERS MANUAL**

தமிழ்ப்பள்ளி கற்றல் மேலாண்மை அமைப்பு

TAMIL SCHOOL LEARNING MANAGEMENT SYSTEM (LMS)

சுருக்கம் / Abstract

This document will help to configure the grading system for homework and semester exams during the school year.

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### Requirements:

- 1) You have enrolled in a course as a teacher using @mntamilschool.org google account
- 2) You have kids registered under the course (Optional)

### Steps to create the Homework Grades:

- 1) Login to LMS website (Homepage)

<https://lms.mntamilschool.org/>

- 2) Click on Settings → Turn Editing on  on the right side pane.



3) Click on the “[Add an activity or resource](#)” **+ Add an activity or resource** on the respective lessons.

4) Click on the **Assignment** on the appearing dialog box and choose Add.



- 5) Add the Assignment name “Homework-Week1-Reading” and add a description which can guide the students in completing the exercise.

## NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV\_TEMPLATE / பரட்டம் 1 / Adding a new Assignment to பரட்டம் 1

### Adding a new Assignment to பரட்டம் 1

Expand all

#### General

Assignment name

Homework-Week1-Reading

Description

Complete the Reading Exercise in the homework for lesson 1. Focus on the use of <> and learn how it helps framing the sentence <>.

Take a picture of the completed work and attach it to this assignment.

Display description on course page

- 6) Update the Availability section as below.

Allow Submissions from Saturday ; Due date on Wednesday ; Cutoff Date on following Saturday; Remind me to grade by following Monday.

#### Availability

Allow submissions from

12 September 2020 00:00  Enable

Due date

16 September 2020 00:00  Enable

Cut-off date

19 September 2020 12:46  Enable

Remind me to grade by

21 September 2020 00:00  Enable

Always show description



7) Update the submission type to “File Submission” or “Online Audio Recording” or “Online Text”. Choose number of Files which can be uploaded.

#### Submission types

Submission types  File submissions [?](#)  Online audio recording [?](#)  Online text [?](#)

Maximum number of uploaded files [?](#)

Maximum submission size [?](#)

Accepted file types [?](#)   No selection

Maximum number of recordings [?](#)

Default filename pattern [?](#)

Allow students to change filename [?](#)

Word limit [?](#)   Enable

8) Update the Grade to type Scale and Select “Tamil School – Home Work Scale”.

#### Grade

Grade [?](#)

Type

Scale

Maximum grade

Grading method [?](#)

Grade category [?](#)

Grade to pass [?](#)

Blind marking [?](#)

Use marking workflow [?](#)

Use marking allocation [?](#)



9) Choose the Save and Return button to complete the assignment Creation.

Save and return to course

10) The Assignment will be listed under the first topic “பாடம் 1” as shown below.

## NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV\_TEMPLATE

- + அறிவிப்புகள்
- + வருகை பதிவேடு / Attendance

+ பாடம் 1

- + Homework-Week1-Reading

11) Similarly add assignments for Writing, Listening and Speaking under the topic.

e.g. For Speaking, you can enable “Online Audio Recording” so they can record directly from the laptop.

Note. Recording needs flash application and so it will work only on the windows. Iphone application will not work for online recording and hence has to do file attachment. The Browser will ask for “Microphone permission” for first time.

### Submission types

Submission types  File submissions  Online audio recording  Online text

Maximum number of uploaded files

Maximum submission size



12) After all the entries are added, the screen will look like below:

## NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV\_TEMPLATE

+ அறிவிப்புகள்

+ வருகை பதிவேடு / Attendance

+ Add an activity or resource

+ பாடம் 1

+ Homework-Week1-Reading

+ Homework-Week1-Writing

+ Homework-Week1-Listening

+ Homework-Week1-Speaking

+ Add an activity or resource

13) Turn off the Editing  Turn editing off from the main menu.

## NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV\_TEMPLATE

+ அறிவிப்புகள்

+ வருகை பதிவேடு / Attendance

Turn editing off

Edit settings

Course completion

Filters

Gradebook setup

Backup

Restore

Import

Reset

More...



## NOVICE LEVEL TEMPLATE



[Dashboard](#) / [My courses](#) / [NOV\\_TEMPLATE](#)

Your progress

அறிவிப்புகள்

வருகை பதிவேடு / Attendance

### பாடம் 1

Homework-Week1-Reading

Homework-Week1-Writing

Homework-Week1-Listening

Homework-Week1-Speaking

14) Click on Grades on the left side pane to validate the entry addition.

☰ TamilSchoolLMS

- NOV\_TEMPLATE
- Participants
- Badges
- Competencies
- Grades
- General
- பாடம் 1

## NOVICE LEVEL TEMPLATE

[Dashboard](#) / [My courses](#) / [NOV\\_TEMPLATE](#)

- + அறிவிப்புகள் ✎
- + வருகை பதிவேடு / Attendance ✎



TamilSchoolLMS

NOV\_TEMPLATE

Participants

Badges

Competencies

Grades

General

பாடம் 1

பாடம் 2

பாடம் 3

பாடம் 4

பாடம் 5

பாடம் 6

பாடம் 7

பாடம் 8

## NOVICE LEVEL TEMPLATE: View: Preferences: Grader report

Dashboard / My courses / NOV\_TEMPLATE / Grade administration / Grader report

### Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| NOVICE LEVEL TEMPLATE |                 |                                  |              |
|-----------------------|-----------------|----------------------------------|--------------|
| Surname               | First name      | Email address                    | Course total |
| N                     | Novice Student1 | novicestudent1@mntamilschool.org | -            |
| N                     | Novice Student2 | novicestudent2@mntamilschool.org | -            |
| Overall average       |                 |                                  | -            |

15) Click on the “Setup” tab.

## Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

| Name                       | Weights | Max grade | Actions |
|----------------------------|---------|-----------|---------|
| NOVICE LEVEL TEMPLATE      |         | -         | Edit    |
| வருகை பதிவேடு / Attendance | 100.0   | 25.00     | Edit    |
| Homework-Week1-Reading     |         | C (2.00)  | Edit    |
| Homework-Week1-Writing     |         | C (2.00)  | Edit    |
| Homework-Week1-Listening   |         | C (2.00)  | Edit    |
| Homework-Week1-Speaking    |         | C (2.00)  | Edit    |

(End of Homework Grading Process.)



## Steps to update the homework Grades:

- 1) Login to LMS website (Homepage)

<https://lms.attaonline.org/>

- 2) Click on respective assignment from the lesson on the left side pane.

- 3) Click on the Assignment which needs to be evaluated.

பாடம் 1

Homework-Week1-Reading



- 4) The main page will list details on how many students are expected to submit, how many has submitted and how many are yet to be graded.

(No student has submitted)

## NOVICE LEVEL TEMPLATE

[Dashboard](#) / [My courses](#) / [NOV\\_TEMPLATE](#) / [பாடம் 1](#) / [Homework-Week1-Reading](#)

### Homework-Week1-Reading

Complete the Reading Exercise in the homework for lesson 1. Focus on the use of <> and learn how it helps framing the sentence <>.

Take a picture of the completed work and attach it to this assignment.

#### Grading summary

|                |  |
|----------------|--|
| Participants   | 2                                      |
| Submitted      | 0                                      |
| Needs grading  | 0                                      |
| Due date       | Wednesday, 16 September 2020, 12:00 AM |
| Time remaining | 7 days 10 hours                        |

[View all submissions](#) [Grade](#)

(After One of the student has submitted and is ready for evaluation.)

#### Grading summary

|                |                                      |
|----------------|--------------------------------------|
| Participants   | 2                                    |
| Submitted      | 1                                    |
| Needs grading  | 1                                    |
| Due date       | Tuesday, 15 September 2020, 12:00 AM |
| Time remaining | 6 days 10 hours                      |

[View all submissions](#) [Grade](#)



5) Click on “View Submissions”

View all submissions

to find the submission.

Homework-Week1-Speaking

Grading action Choose...

| Select                   | User picture | First name / Surname | Email address                    | Status                | Grade | Edit | Last modified (submission)         | File submissions  | Submission comments | Online audio recording | Last modified (grade) | Feedback comments | Final grade |
|--------------------------|--------------|----------------------|----------------------------------|-----------------------|-------|------|------------------------------------|-------------------|---------------------|------------------------|-----------------------|-------------------|-------------|
| <input type="checkbox"/> |              | Novice Student1      | novicestudent1@mntamilschool.org | Submitted for grading | Grade | Edit | Tuesday, 8 September 2020, 1:38 PM | Photo-lesson1.pdf | Comments (0)        |                        |                       |                   |             |
| <input type="checkbox"/> |              | Novice Student2      | novicestudent2@mntamilschool.org | No submission         | Grade | Edit |                                    |                   |                     |                        |                       |                   |             |

6) You can click on the Grade

Grade

against the respective kid to perform the evaluation.

| Select                   | User picture | First name / Surname | Email address                    | Status                | Grade |
|--------------------------|--------------|----------------------|----------------------------------|-----------------------|-------|
| <input type="checkbox"/> |              | Novice Student1      | novicestudent1@mntamilschool.org | Submitted for grading | Grade |



Course: NOVICE LEVEL TEMPLATE  
Assignment: Homework-Week1-Speaking  
View all submissions

N Novice Student1  
novicestudent1@mntamilschool.org  
Due date: 15 September 2020, 12:00 AM

Change

### Submission

Submitted for grading

Not graded

6 days 10 hours remaining

Student can edit this submission

Photo-lesson1.pdf

Comments (0)

### Grade

Grade:

No grade

Current grade in gradebook

Feedback comments

Rich text editor toolbar with icons for bold, italic, list, link, unlink, and image.

Notify students

Save changes

Save and show next

Reset

- 7) Review the submission by Clicking on the attachment and Choose the appropriate grade (C – Completed and NC – Not completed) and enter the comment on feedback note.

### Grade

Grade:

C

No grade

C

NC

Feedback comments

Rich text editor toolbar with icons for bold, italic, list, link, unlink, and image.

Voice was loud and clear. Pronunciation of the word <> need correction.



8) Once the entries are added, you can choose “Save changes” or “Save and show next”

Notify students  **Save changes** **Save and show next** **Reset** to go to next kid under same assignment.

Course: NOVICE LEVEL TEMPLATE  
Assignment: Homework-Week1-Speaking   
View all submissions

**N** Novice Student1  
novicestudent1@mntamschool.org  
Due date: 15 September 2020, 12:00 AM

**Submission**

Submitted for grading  
**Not graded**  
6 days 10 hours remaining  
Student can edit this submission

Photo-lesson1.pdf

**+** Comments (0)

**Grade**

Grade:  
C

Current grade in gradebook  
-

Feedback comments

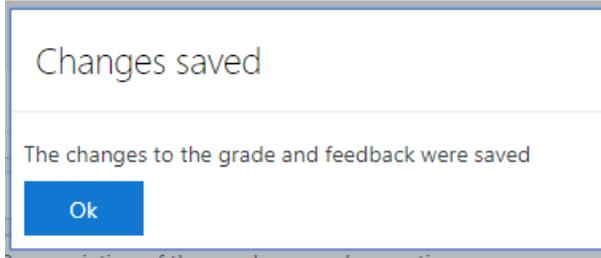
**B** **I**

Voice was loud and clear. Pronunciation of the word <> need correction.

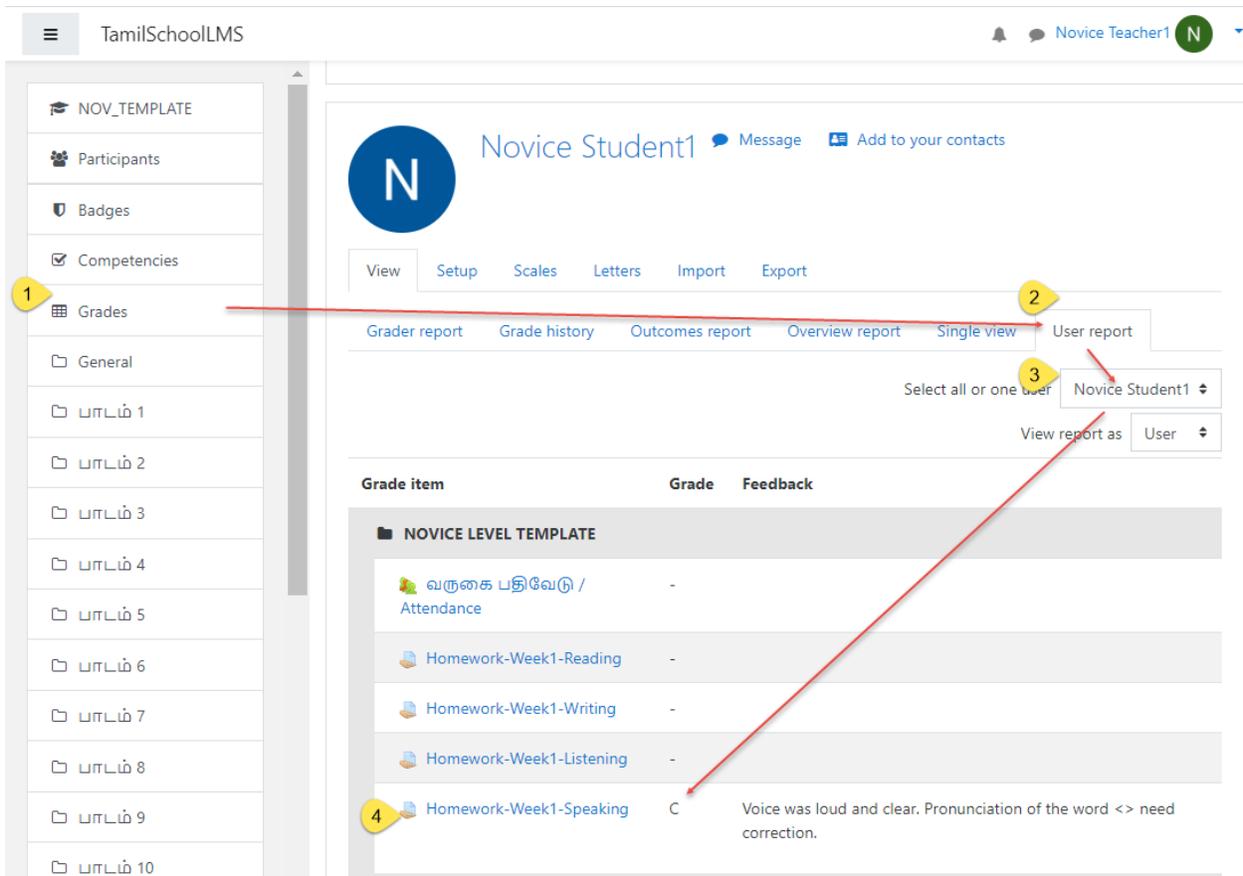
Notify students  **Save changes** **Save and show next** **Reset**



9) You will get the below confirmation screen.



10) The Grade are now auto recorded under the student as shown below. No additional action is needed for this.



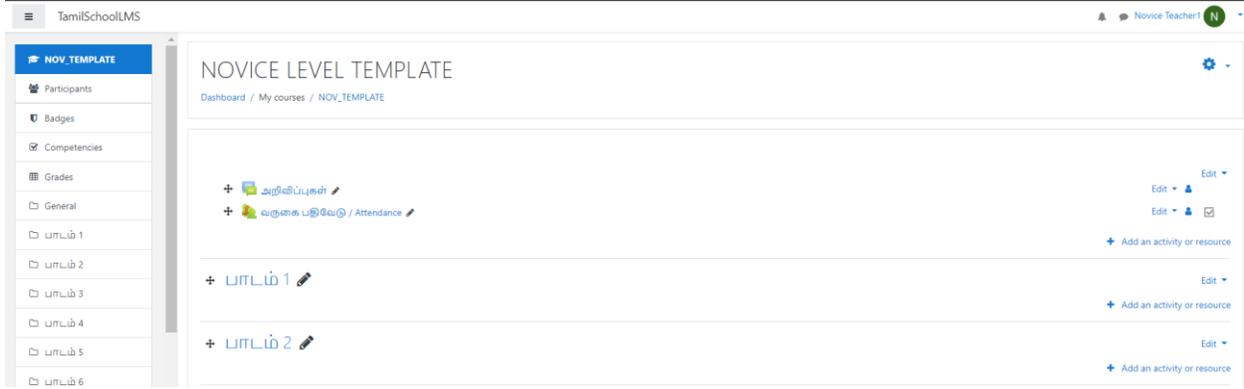
(End of Homework Grading System.)



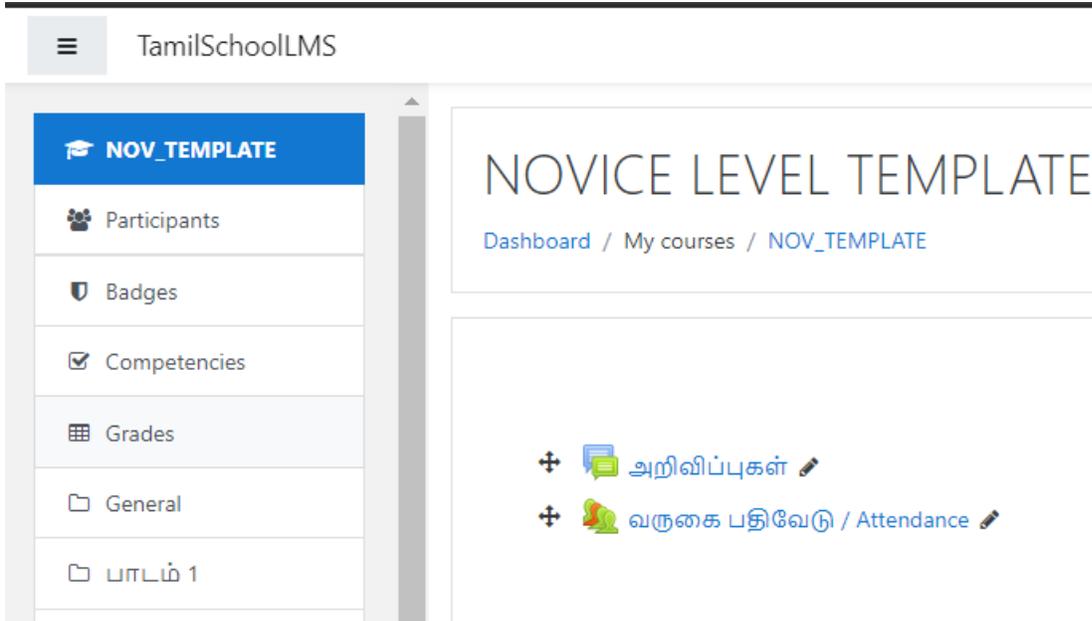
### Steps to create the Semester Grades:

- 1) Login to LMS website (Homepage)

<https://lms.mntamilschool.org/>



- 2) Click on Grades on the left side pane.





TamilSchoolLMS

NOV\_TEMPLATE

Participants

Badges

Competencies

Grades

General

பாடம் 1

பாடம் 2

பாடம் 3

பாடம் 4

பாடம் 5

பாடம் 6

பாடம் 7

பாடம் 8

## NOVICE LEVEL TEMPLATE: View: Preferences: Grader report

Dashboard / My courses / NOV\_TEMPLATE / Grade administration / Grader report

### Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| NOVICE LEVEL TEMPLATE |                 |                                  |              |
|-----------------------|-----------------|----------------------------------|--------------|
| Surname               | First name      | Email address                    | Course total |
| N                     | Novice Student1 | novicestudent1@mntamilschool.org | -            |
| N                     | Novice Student2 | novicestudent2@mntamilschool.org | -            |
| Overall average       |                 |                                  | -            |

3) Click on the “Setup” tab.

TamilSchoolLMS

NOV\_TEMPLATE

Participants

Badges

Competencies

Grades

General

பாடம் 1

பாடம் 2

பாடம் 3

பாடம் 4

பாடம் 5

பாடம் 6

பாடம் 7

பாடம் 8

## NOVICE LEVEL TEMPLATE: Setup: Gradebook setup

Dashboard / My courses / NOV\_TEMPLATE / Grade administration / Setup / Gradebook setup

### Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

| Name                       | Weights | Max grade | Actions |
|----------------------------|---------|-----------|---------|
| NOVICE LEVEL TEMPLATE      |         | -         | Edit    |
| வருகை பதிவேடு / Attendance | 100.0   | 25.00     | Edit    |
| Homework-Week1-Reading     |         | C (2.00)  | Edit    |
| Homework-Week1-Writing     |         | C (2.00)  | Edit    |
| Homework-Week1-Listening   |         | C (2.00)  | Edit    |
| Homework-Week1-Speaking    |         | C (2.00)  | Edit    |



4) Click on the [Add Category](#) on the bottom of the page.

Add category

5) Add the category “முதல் பருவம் - Semester 1” and weight adjusted with 25 points. Save Changes.

## NOVICE LEVEL TEMPLATE: Setup: New category

[Dashboard](#) / [My courses](#) / [NOV\\_TEMPLATE](#) / [Grade administration](#) / [Setup](#) / [Gradebook setup](#) / [New category](#)

[Expand all](#)

▼ **Grade category**

Category name !

[Show more...](#)

▶ **Category total**

▼ **Parent category**

Weight adjusted ?

Weight ?

Parent category

[Save changes](#) [Cancel](#)

There are required fields in this form marked ! .



7) Click on the [Add Grade Item](#) on the bottom of the page.

Add grade item

8) Add the Grade Item “Reading” under the Grade Category “முதல் பருவம் - Semester 1” with the Grade scale of “Tamil School – Rubric Scale”. Save Changes.

## NOVICE LEVEL TEMPLATE: Setup: New grade item

[Dashboard](#) / [My courses](#) / [NOV\\_TEMPLATE](#) / [Grade administration](#) / [Setup](#) / [Gradebook setup](#) / [New grade item](#)

### Grade item

Item name

Reading

Grade type

Scale

Scale

Tamil School - Rubric Scale

Maximum grade

100.00

Minimum grade

0.00

Hidden

Locked

[Show more...](#)

### Parent category

Weight adjusted

Weight

0.0

Extra credit

Grade category

முதல் பருவம் - Semester 1

Save changes

Cancel



- 9) Using the Same method, Add three more Grade Items for “Writing”, “Listening”, “speaking” and “Creative Writing” (optional) under the Grade Category “முதல் பருவம் - Semester 1” with the Grade scale of “Tamil School – Rubric Scale”. Save Changes.

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### NOVICE LEVEL TEMPLATE: Setup: New grade item

Dashboard / My courses / NOV\_TEMPLATE / Grade administration / Setup / Gradebook setup / New grade item

| Grade item      | 1   | 2   | 3   | 4   |
|-----------------|---|---|---|---|
| Item name       | Writing   | Listening   | Speaking  | Creative Writing  |
| Grade type      | Scale   | Scale   | Scale   | Scale   |
| Scale           | Tamil School - Rubric Scale   | Tamil School - Rubric Scale   | Tamil School - Rubric Scale   | Tamil School - Rubric Scale   |
| Maximum grade   | 100.00  | 100.00  | 100.00  | 100.00  |
| Minimum grade   | 0.00  | 0.00  | 0.00  | 0.00  |
|                 | <input type="checkbox"/> Hidden   | <input type="checkbox"/> Hidden   | <input type="checkbox"/> Hidden   | <input type="checkbox"/> Hidden   |
|                 | <input type="checkbox"/> Locked   | <input type="checkbox"/> Locked   | <input type="checkbox"/> Locked   | <input type="checkbox"/> Locked   |
| Show more...    |   |   |   |   |
| Parent category |   |   |   |   |
| Weight adjusted | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |
| Weight          | 0.0   | 0.0   | 0.0   | 0.0   |
| Extra credit    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |
| Grade category  | முதல் பருவம் - Semester 1   |
|                 | <input type="button" value="Save changes"/> <input type="button" value="Cancel"/> |



10) The final screen with the added entries will look as below:

| முதல் பருவம் - Semester 1         |                  | 0.0       | - | Edit | All / None               |
|-----------------------------------|------------------|-----------|---|------|--------------------------|
| <input type="checkbox"/>          | Reading          | EE (4.00) |   | Edit | <input type="checkbox"/> |
| <input type="checkbox"/>          | Writing          | EE (4.00) |   | Edit | <input type="checkbox"/> |
| <input type="checkbox"/>          | Listening        | EE (4.00) |   | Edit | <input type="checkbox"/> |
| <input type="checkbox"/>          | Speaking         | EE (4.00) |   | Edit | <input type="checkbox"/> |
| <input type="checkbox"/>          | Creative Writing | EE (4.00) |   | Edit | <input type="checkbox"/> |
| Σ முதல் பருவம் - Semester 1 total |                  | 0.00      |   | Edit |                          |

11) Click the “Save Changes”.

Save changes

12) You should be able to add entries for subsequent Semesters such as “இரண்டாம் பருவம் - Semester 2” and “முன்றாம் பருவம் - Semester 3” in similar fashion.

(End of Semester Grading Process.)



### Steps to update the Semester Grades:

11) Login to LMS website (Homepage)

<https://lms.mntamilschool.org/>

12) Click on Grades on the left side pane.



TamilSchoolLMS

NOVICE LEVEL TEMPLATE: View: Preferences: Grader report

Dashboard / My courses / NOV\_TEMPLATE / Grade administration / Grader report

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Surname         | First name | Email address                  | NOVICE LEVEL TEMPLATE | Course total |
|-----------------|------------|--------------------------------|-----------------------|--------------|
| Novice Student1 |            | novicestudent1@mntamschool.org | -                     | -            |
| Novice Student2 |            | novicestudent2@mntamschool.org | -                     | -            |
| Overall average |            |                                |                       | -            |

13) Click on the Edit icon near the Student name for Student-Wise Grade entry or click on the Edit icon near the Grade Item for the Category-Wise Grade Entry.

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Surname         | First name | Email address                  | NOVICE LEVEL TEMPLATE | வீட்டுப்பாடம் / HomeW...   |
|-----------------|------------|--------------------------------|-----------------------|--|
| Novice Student1 |            | novicestudent1@mntamschool.org | -                     | Week 1 -<br><input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Listening <input type="checkbox"/> Speaking |
| Novice Student2 |            | novicestudent2@mntamschool.org | -                     | -  |
| Overall average |            |                                |                       | -  |



14) Student-Wise Grade Entry Example. (click Save after adding values)

Here you will grade a Single Student across all areas.

NOVICE LEVEL TEMPLATE: View: Single view

Dashboard / My courses / NOV\_TEMPLATE / Single view

Novice Student1 [Message](#) [Add to your contacts](#)

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Select grade item... Select user... Save

| Grade item                                 | Grade category        | Range        | Grade | Feedback              | Override All / None      | Exclude All / None       |
|--|-----------------------|--------------|-------|-----------------------|--------------------------|--------------------------|
| <a href="#">வருகை பதிவேடு / Attendance</a> | NOVICE LEVEL TEMPLATE | 0.00 - 25.00 |       |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Reading           | Week 1                | 1.00 - 2.00  | C     | Clear Explanantion    | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Writing           | Week 1                | 1.00 - 2.00  | C     | Neat Handwriting      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Listening         | Week 1                | 1.00 - 2.00  | C     |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Speaking          | Week 1                | 1.00 - 2.00  | C     | Improve Pronounciatic | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Week 1 total      | Week 1                | 0.00 - 0.00  |       |                       | <input type="checkbox"/> | <input type="checkbox"/> |



15) Category-Wise Grade Entry Example. (click Save after adding values)

Here you will grade all students under a single category/skill set.

NOVICE LEVEL TEMPLATE: View: Single view

Dashboard / My courses / NOV\_TEMPLATE / Single view

Grade item: Reading

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

← வருகை பதிவேடு / Attendance

Select grade item... Select user... Writing

Save

| First name (Alternate name) Surname | Range       | Grade | Feedback                      | Override All / None | Exclude All / None       |
|-------------------------------------|-------------|-------|-------------------------------|---------------------|--------------------------|
| Novice Student1                     | 1.00 - 2.00 | C     | Clear Explanation             |                     | <input type="checkbox"/> |
| Novice Student2                     | 1.00 - 2.00 | C     | Errors in Keyword Recognition |                     | <input type="checkbox"/> |

Perform bulk insert

For  Insert value

Save

(End of Semester Grading System.)