



Progress Report Requirements

Elementary and Middle School

Grades

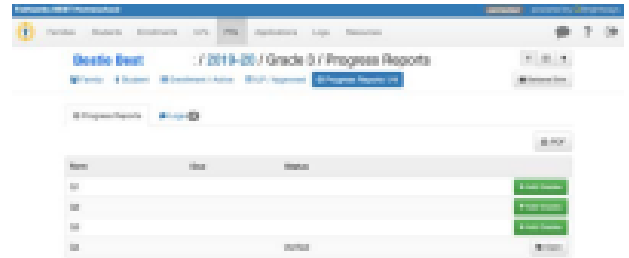
- **You** (the parent/guardian) are required to enter grades into Brightways by the end of the quarter, October 15th (and again at Winter Break, Spring Break and Mid-May)

End of Quarter Dates for School Year 2022-2023

- 1st Quarter (Q1): October 14TH
- 2nd Quarter (Q2): December 16TH
- 3rd Quarter (Q3): March 10TH
- 4th Quarter(Q4): May 19TH

Senior grades are due before graduation.

- To submit grades online in Brightways you will use the Progress Report option, the PRs tab at the top of the page, and select your student, press the gray PR button on the right side. In this new page, hit the green Adds Grades button to open the Grade page.
- Please enter a grade for every subject on the ILP, except for ...
 - If a class is taken at an attendance area school, you do **not** need to enter the grade, e.g. orchestra, ELP. The teacher at the school will submit the grade.
- Elementary grades will reflect a combination of the following four areas: daily work, test scores, participation, and skill application.
- Grading Scale for Fairbanks North Star Borough School District



Grade Level	Letter Grade	Percentage of Total Points
Kindergarten	C= Consistent	
	P= Progressing	
	N= Needs Practice	
1-3	H= Honors	
	S=Satisfactory	
	N= Needs Practice	
4-12	A= Excellent	90-100%
	B= Above Average	80-89%
	C= Average	70-79%
	D= Below Average	60-69%
	F= Failing	0-59%

Elementary and Middle School

Collect Samples of the Students Work

- Please upload one (or 2) samples per quarter for every core subject.
- For elementary school...
 - We like to see two samples for Math.
 - We like to see two samples for English Language arts **plus** ...
 - one completed, edited, **writing sample** per quarter (especially for grades 3 and higher).
- Please do not send a handwriting sample for your writing or Language Arts grade. You are welcome to include one, but we really want to see how well your child can write a paragraph or a story (depending upon the grade level) complete with edited punctuation, spelling and grammar.
- Work samples can represent a unit or units of study **if possible**, (e.g. unit tests, final projects, chapter reviews, etc.).
- Pictures of projects or PE classes can be added.
- Make sure that samples reflect the grade you have given your child.

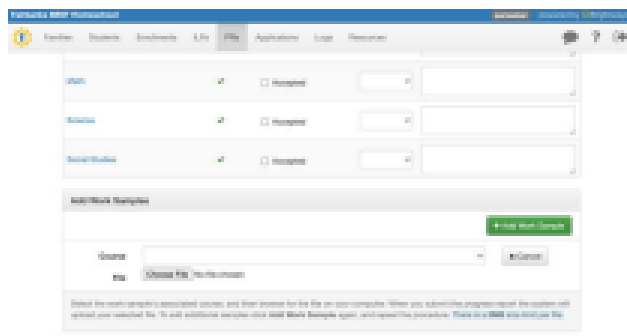
Submit Work Samples Online

1. **Open to Grade Page:**-In your Brightways account, under the PRs tab, select your student, hit **Add Grades** (green button) and scroll to Add Work Sample section
2. Click **Add Work Sample** (green button)- Select course, and select file to upload. The name of the file will replace the text 'No file selected'. Repeat this step until you have loaded all your samples.



Submit Grades for Online Classes

- If your child takes online classes, find the grades for each class on the platform your child is using (e.g. Acellus, NDCDE, BYU, etc.).
 - Check and make sure your child has done at least half a semester worth by the end of the first quarter (Q1) – the equivalent of 25% of a year-long course, or 50% of a semester course. ○
 - If only very few assignments have been finished, the grade should be lowered. You can describe your grading method in the Parent Notes section.
 - Enter the grade in Brightways (PRs Tab PR button green Add Grades button).
 - Take a screenshot of the online grade report (for each subject) and upload the screenshots in the ADD Work Sample section by the clicking the green Add Work Sample button and choosing the correct course or subject.



Last Step! At the bottom of the Grade Page- hit the green **Complete Progress Report** button to save you entries. You can always edit or update the Progress Report as needed.

High School

Grading for the High School Student is only slightly different than the lower grades, and the methods of entering the grades into Brightways are the same as listed above, but fewer work samples are needed. Please keep in mind that Quarter 1 and Quarter 3 are merely progress reports. They are meant to give a picture of how students are doing in their courses and determine eligibility for sports participation. They are not part of their permanent record unless the student has completed a course in its entirety. The Semester 1 and Semester 2 grades are what will appear on the student's transcript and be figured into the student's GPA.

WORK SAMPLE FOR ONLINE CLASSES IS ONLY A COPY OF THE ONLINE REPORT CARD (include both grade and % of total assignments completed). If you are using classes from a vendor – where someone else is doing the grading, such as North Dakota, AK Grad or BYU, or digital classes such as Acellus and Khan Academy - the sample you need to provide is simply a grade report reflecting the current grade and progress made in the course. Screenshots or pdf of the grades will be uploaded in the **Add Work Sample** section.

WORK SAMPLE FOR PARENT-DESIGNED CLASSES MUST INCLUDE 1 EXAMPLE OF A COMPLETED ASSIGNMENT PER COURSE, PLUS A NOTE ON NUMBER OF UNITS/LAB/BOOKS COMPLETED. If you are the primary teacher of the course and thus doing the grading, the sample you provide should be one piece of substantive and recent work such as a unit test, essay, lab, or report. You should also include units completed and/or progress made such as novels read or labs completed. Again, photos or pdf of the work can be uploaded into the **Add Work Sample** section, and notes on the number of units/labs/novels completed would be listed in the **Progress Summary** column for the course.

The sample for P.E. or Fine Arts should be the log showing how many hours have been completed. No photos are necessary. (The log can be found in Brightways under “Resources” and then “Academic Forms”). Upload the log into the **Add Work Sample** section.

Questions?

If you have any questions or concerns, don't hesitate to email one of us. Also, if you prefer information in video format Kristina Mulready explains how to submit grades into BrightWays in this 7 minute Loom clip:

<https://www.loom.com/share/912d45b3a58e49d68d6a184e194649c7>

Happy Homeschooling!