



To: APS Staff
From: Dr. Channell Segura, Chief of Schools
Dr. Richard Bowman, Chief Information and Strategy Officer
Re: Grading and Assessment Strategy for the 2023-24 School Year
Date: July 20, 2023

Dear APS Leaders and Educators:

As we prepare for the 2023-24 school year, it is important that we are informed and in alignment with APS Board Policy, Procedural Directives, our new Board Goals, and our new District Strategic Plan and Priorities when it comes to how we grade/assess students in our classrooms and as a district. Whether you are using the 100-point grade scale or the 4-point grade scale, grades should reflect what students know and can do in relation to grade-level content area learning objectives as outlined by the Common Core State Standards, New Mexico Content Standards, and Next Generation Science Standards.

Our goal is to align our grading practices so they are clear, equitable, and consistent. A primary purpose for grading and assessment is to inform and engage APS families of the academic progress their child is making, and for them to have a consistent expectation of how they will be informed of their child's progress. To further this goal, we have made some shifts to provide greater alignment and consistency throughout the district, and we want to inform you of the following minimum grading and assessment strategies, structures, and expectations:

Parent Communication Strategies

In order to inform parents of student progress and increase parent engagement, APS provides:

- Two parent-teacher conferences during the academic school year
- Access to the district's standardized electronic grade book via ParentVue
- If students are in danger of failing, or not making adequate academic progress, teachers will proactively notify parents in time for early and appropriate intervention.
- Standards-based report cards for elementary aged students
- Uniform standardized assessments by grade level

District Structures

- Our district wide academic term and grade reporting model is four quarters/two semesters.
- Grades will be posted and stored at the end of each quarter.
- All secondary gradebooks will be set up to be cumulative for each semester with 90% reflective of semester coursework and 10% reflective of the end-of-semester final exam (Teachers shall communicate this in their course syllabi).
- Parent-teacher conferences will take place after academic quarters one and three.
- Assessments will be administered within the required assessment windows.

School-Based Expectations

- Elementary educators must communicate students' progress in core academic subjects to families weekly via the district electronic gradebook.
- All secondary educators must communicate students' progress to families weekly via the district electronic gradebook.
- All middle schools and high schools must administer end-of-semester final exams (this excludes middle school exploratory wheel classes).
- Educators must finalize grades within three days after each quarter, except for the fourth quarter/semester two when all grades are due by noon on the last day of school.
- Progress reports must be printed or sent via *SynergyMail* to parents by the fifth week of each quarter.
- All federal, state, and district required assessments must be administered to at least 95% of eligible students.

Supports

Synergy Gradebook training opportunities are available (listed below) to provide you with additional support. **All elementary principals are required to attend *Synergy Gradebook* training.** New training documents will be sent via *SynergyMail* to users no later than July 28, 2023 and will also be available on the APS Intranet on the student information system (SIS) page thereafter. If you have any questions or need assistance, please submit a support ticket at sis@aps.edu. The SIS support team is ready to help. If school principals feel additional staff training is needed, please contact Patti Salaz at salaz_p@aps.edu to arrange future support.

Our district has also initiated an Equitable Grading Pilot where middle and high school teachers have volunteered to shift their grading practices to be more accurate, bias resistant, and motivational. If you are interested in learning more about these practices, please contact our Assistant Superintendent of Curriculum and Instruction, Joyce Gormley at joyce.gormley@aps.edu.

We look forward to our continued collaboration to improve teaching, learning, and engagement experiences for all staff, students, and families in the Albuquerque Public School District. Thank you for all you do each and every day to create positive outcomes for our students.

Grading Training Timeline and Reminders for SY 23-24

Below you will find grading reminders, timelines and scheduled training by month, both in person and via Google Meet, along with a separate section for office hours that will be offered throughout the year, especially around quarter term end dates. We will ask principals to identify up to four teachers that will act as “Teacher Trainers” for each school site. Training documents and videos are available on the APS Intranet as well. In addition to these offerings, staff can log support tickets at any time for assistance. Welcome Back!

Grade Posting (Secondary) and SBPR Completion (ES)

All schools will be grading on a quarterly basis. The end of each quarter are below:

- Quarter 1 **Ends on October 6, 2023** **Grades due in Synergy by October 12, 2023**
- Quarter 2 **Ends on December 21, 2023** **Grades due in Synergy by January 10, 2024**
- Quarter 3 **Ends on March 15, 2024** **Grades due in Synergy by March 20, 2024**
- Quarter 4 **Ends on May 31, 2024** **Grades due in Synergy by May 31, 2024**
 - **TOPs schools - Quarter 4 ends and grades due in Synergy by June 10, 2024**

Elementary Schools Grading - SBPR Completion

The elementary report card will now be formatted for 4 quarters.

Report Card Area	Score	Q1	Q2	Q3	Q4
ENGLISH LANGUAGE ARTS					
READING					
READING Effort		E	E	E	E
READING COMPREHENSION OF:					
Literature Summarize and connect key evidence		3	3	3	4
Literature Analyze and describe text structure, language, and writing style		3	3	3	4
Literature Compare, contrast, interpret, and explain		3	3	3	4

One important thing for teachers to remember is that all report cards **MUST** be marked **COMPLETE** in order for admin staff to run report cards, and for parents to view them in ParentVUE. **This must be done before the grading window closes. (See dates highlighted in green above)**

The GBK601 report can be run to identify standards-based report cards (SBPRs) that have not been marked “complete.” Please note: Marking a report card “complete” does not mean that the teacher has entered all scores. A teacher can mark a report card “complete” without having entered any scores. Teachers are expected to enter scores and then mark the report card “complete” when finished so that blank report cards are not produced.

Secondary Schools (Middle and High) Grading - Grade Posting

Middle and high school grading processes will continue as normal. Report Cards will only be produced at the end of each Quarter. Progress summaries from the gradebook shall be sent to parents by the end of the fifth week of each Quarter.

The example below shows that at the end of Q4, teachers will finalize grades for Q4 and S2.

Post	Student	Grade Level	ABS	TDY	Edit Grades and Comments	Edit Grades and Comments
<input checked="" type="checkbox"/>	Madison, Ryan	Grade 10	2.00	0.00	Q4	S2
<input checked="" type="checkbox"/>	Chaffin, Austin	Grade 10	22.00	5.00		

Term Weighting for Secondary Schools (Middle and High)

For the 2023-2024 school year, “term weighting” has been predetermined as shown in the examples below. These “term weights” have been determined by the district, and will not be editable.

High schools and middle schools will weigh grades on a 90/10 model. This model will mean that Q1 and Q2 will be cumulative and average to 90% in Q2/S1. This also applies to Q3 & Q4 averaging to 90% in Q4/S2. This also means that secondary schools will be recording a final exam grade each semester worth 10% of the semester grade.

- Semester 1 grade will consist of:
 - Quarter 2 = 90% (This includes both Q1 and Q2 assignments)
 - Semester 1 final exam = 10%

- Semester 2 grade will consist of:
 - Quarter 4 = 90% (This includes both Q3 and Q4 assignments)
 - Semester 2 final exam = 10%

Available Periods	
<input type="checkbox"/> Q1	
<input type="checkbox"/> Q2	
<input type="checkbox"/> S1 Exam	
<input checked="" type="checkbox"/> S1 Final Grade	

<input type="checkbox"/> Q1	Weight		%
<input checked="" type="checkbox"/> Q2	Weight	90	%
<input checked="" type="checkbox"/> S1 Exam	Weight	10	%
<input type="checkbox"/> S1 Final Grade	Weight		%

Training Opportunities Provided in July 2023

Synergy: Elementary Gradebook feeding to the SBPR for Principals: The purpose of this course is to learn the many reports that can be used to ensure all elementary teachers have posted their grades to their SBRP by the deadlines. Also learn how to assist teachers with any questions regarding entering assignments, etc.

- Tuesday, July 11, 2023 Rio Grande Rm - City Center 10:45am-12:45pm
- Wednesday, July 12, 2023 Rio Grande Rm - City Center 1:30pm-3:30pm

TeacherVUE: Elementary Gradebook feeding to the SBPR: Elementary Grade book feeding to the SBPR Template - This class will cover how to enter assignments in your gradebook that will automatically feed to your SBPR template for grade reporting periods, saving you time. Learn about the reports within the gradebook that can be used for progress periods to communicate to parents through ParentVUE.

- Thursday, July 13, 2023 Rio Grande Rm - City Center 10:45am-12:45am
- Thursday, July 13, 2023 Rio Grande Rm - City Center 1:30pm - 3:30pm

TeacherVUE: Basics and Gradebook for Secondary Teachers: Learn how to navigate TeacherVUE. This class will dive into taking attendance, running reports, setting up your seating chart and gradebook. New Quarter terms and deadlines will also be reviewed.

- Wednesday, July 18, 2023 Rankin Center 115 12:00pm-3:00pm
- Thursday, July 19, 2023 Rankin Center 117 8:00am-11:00am

Principal and Media EXPO: The SIS Department will be attending in force to showcase our department and answer any questions on Synergy, TeacherVUE, ParentVUE or Gradebook.

- Friday, July 21, 2023 Berna Facio 10:00am - 1:00pm

New Teacher Orientation Informational and Resource Booth: The SIS Department will be attending in force to assist any new school staff member with questions on Synergy, TeacherVUE or Gradebook.

- Friday, July 28, 2023 Del Norte High School 7:30am-1:00pm

Training Opportunities for August 2023

Joint Training with Curriculum/Instruction and SIS on Elementary Grading - TeacherVUE: Elementary Gradebook feeding to the SBPR: Learn the “What and Why” on elementary standards based grading from C & I and the “How” in Synergy from SIS on the Elementary Grade book feeding to the SBPR Template - SIS will cover how to enter assignments in your gradebook that can automatically feed to your SBPR template for grade reporting periods, saving you time. Learn about the reports within the gradebook that can be used for progress periods to communicate to parents through ParentVUE.

Tuesday, August 1, 2023 Berna Facio 8:00am - 11:00am

- | | | |
|-----------------------|----------------------|----------------------|
| ★ Apache ES | ★ Hawthorne ES | ★ Matheson Park ES |
| ★ Bel Air ES | ★ Hubert Humphrey ES | ★ North Star ES |
| ★ Bellehaven ES | ★ Inez ES | ★ Osuna ES |
| ★ Coronado ES | ★ Kirtland ES | ★ Reginald Chavez ES |
| ★ Dolores Gonzales ES | ★ La Mesa ES | ★ San Antonito ES |
| ★ East San Jose ES | ★ Lew Wallace ES | ★ SY Jackson ES |
| ★ Emerson ES | ★ Longfellow ES | ★ Tomasita ES |
| ★ Eugene Field ES | ★ Lowell ES | ★ Wherry ES |
| ★ Georgia O'Keeffe ES | ★ Mark Twain ES | ★ Whittier ES |

Tuesday, August 1, 2023 Berna Facio 12:00pm-3:00pm

- | | | |
|---------------------|-------------------|------------------|
| ★ A. Montoya ES | ★ Double Eagle ES | ★ Mitchell ES |
| ★ Arroyo del Oso ES | ★ EG Ross ES | ★ Monte Vista ES |

- | | | |
|--------------------|--------------------|-----------------------|
| ★ Bandelier ES | ★ Governor Bent ES | ★ Montezuma ES |
| ★ Chelwood ES | ★ Hodgin ES | ★ Onate ES |
| ★ Collet Park ES | ★ Janet Kahn | ★ Sandia Base ES |
| ★ Comanche ES | ★ John Baker ES | ★ Sombra Del Monte ES |
| ★ Dennis Chavez ES | ★ Manzano Mesa | ★ Zia ES |

Wednesday, August 2, 2023 Berna Facio 8:00am - 11:00am

- | | | |
|------------------|----------------------|-----------------------|
| ★ Adobe Acres ES | ★ Coyote Willow CS | ★ Los Ranchos ES |
| ★ Alameda ES | ★ Duranes ES | ★ MacArthur ES |
| ★ Alvarado ES | ★ eCademy (K-8) | ★ Mountain View ES |
| ★ Armijo ES | ★ Edward Gonzales ES | ★ Pajarito ES |
| ★ Barcelona ES | ★ Griegos ES | ★ Rudolfo Anaya ES |
| ★ Chamiza ES | ★ Helen Codero ES | ★ Sierra Vista ES |
| ★ Cochiti ES | ★ Kit Carson ES | ★ SR Marmon ES |
| ★ Corrales ES | ★ Los Padillas ES | ★ Tres Volcanes (K-8) |

Wednesday, August 2, 2023 Berna Facio 12:00pm - 3:00pm

- | | | |
|--------------------------|-----------------------|---------------------|
| ★ Alamosa ES | ★ Marie Hughes ES | ★ Seven Bar ES |
| ★ Atrisco ES | ★ Mary Ann Binford ES | ★ Sunset View ES |
| ★ Carlos Rey ES | ★ Mission Ave ES | ★ Tierra Antigua ES |
| ★ Chaparral ES | ★ Navajo ES | ★ Valle Vista ES |
| ★ George I Sanchez (K-8) | ★ Painted Sky ES | ★ Ventana Ranch ES |
| ★ Lavaland ES | ★ Petroglyph ES | |

**Training Opportunities for September-December 2023
Google Meet Links available in Synergy Announcement**

FOR PRINCIPALS: [Synergy: Elementary Gradebook feeding to the SBPR:](#) The purpose of this course is to learn the many reports that can be used to ensure all elementary teachers have posted their grades to their SBRP by the deadlines. Also learn how to assist teachers with any questions regarding entering assignments, etc.

- Tuesday, September 5, 2023 Google Meet 8:00am-9:30am
- Thursday, October 12, 2023 Google Meet 9:45am-11:45am

FOR TEACHER TRAINERS: TeacherVUE: Elementary Gradebook feeding to the SBPR: Elementary Grade book feeding to the SBPR Template - This class will cover how to enter assignments in your gradebook that will automatically feed to your SBPR template for grade reporting periods, saving you time. Learn about the reports within the gradebook that can be used for progress periods to communicate to parents through ParentVUE. There will also be one-hour of Q & A to help guide those trainers to assist school teaching staff.

- Tuesday, September 5, 2023 Google Meet 9:45am-11:45am
- Thursday, October 12, 2023 Google Meet 8:00am-9:30am

OFFICE HOURS FOR GRADEBOOK QUESTIONS - GOOGLEMEET LINKS AVAILABLE IN THE SYNERGY ANNOUNCEMENTS

- Tuesday, September 5, 2023 1:00pm - 3:30pm
- Tuesday, October 10, 2023 8:00am - 3:30pm
- Wednesday, October 11, 2023 8:00am - 3:30pm
- Thursday, October 12, 2023 1:00pm - 3:30pm
- Tuesday, November 7, 2023 8:00am - 3:30pm
- Wednesday, December 20, 2023 8:00am - 3:30pm
- Thursday, December 21, 2023 8:00am - 3:30pm
- Monday, January 8, 2024 8:00am - 3:30pm
- Tuesday, January 9, 2024 8:00am - 3:30pm
- Wednesday, January 10, 2024 8:00am - 3:30pm
- Friday, February 16, 2024 8:00am - 3:30pm
- Friday, March 15, 2024 8:00am - 3:30pm
- Monday, March 18, 2024 8:00am - 3:30pm
- Tuesday, March 19, 2024 8:00am - 3:30pm
- Wednesday, March 20, 2024 8:00am - 3:30pm
- Tuesday, May 28, 2024 8:00am - 3:30pm
- Wednesday, May 29, 2024 8:00am - 3:30pm
- Thursday, May 30, 2024 8:00am - 3:30pm
- Friday, May 31, 2024 8:00am - 3:30pm
- Thursday, June 6, 2024 8:00am - 3:30pm
- Friday, June 7, 2024 8:00am - 3:30pm
- Monday, June 10, 2024 8:00am - 3:30pm