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 Home : [Dashboard](#)



Friday November 10, 2006 **Sebasticook Valley Middle School** Current User: [bwlch](#)



 Units  Books  Students  Standards  Reports  Help  Log Out

Welcome to Sebasticook Valley Middle School Bernie

Bernie, this is the **dashboard**, from here you can School News, Updates and personal communications such as Messages taken by the office, whether or not you have papers to grade and current outside local and work news and weather.

YOU CAN SELECT A COMPONENT FROM THE NAVIGATION BAR:

 **UNIT PLANNER**  **BOOK COLLECTIONS**  **STUDENTS**

 **STANDARDS**  **REPORTS**  **Help Documents**

Dashboard Menu

-  Books
-  Students
-  Standards
-  Reports
-  Help
-  Log Out

This is your home page. Once you've logged into Student Manager, you'll be redirected to this page.

From the Home Page, you can navigate Student Manager's functions.

Right now, you'll focus on three areas:

- Units
- Books
- Students

Student Manager

Units

Units Administration : [View Units](#)

Friday November 10, 2006 **Sebasticook Valley Middle School** Current User: bwelch

Home Units Books Students Rubrics Reports Help Log Out

Actions	Unit	Grade	Author
	AAA Unit	7th Grade	Bernie Welch
	AAAA NEW UNITS ARE FUN!	7th Grade	Bernie Welch
	Atom and Periodic Table	8th Grade	Bernie Welch
	CCCCC New Task	7th Grade	Bernie Welch
	Chemistry	8th Grade	Bernie Welch
	Classification	8th Grade	Bernie Welch
	DO NOT USE	8th Grade	Bernie Welch

View Units Search Your selections returned 16 records.

Grade: Authors:

View Units Menu

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- Books
- Students
- Standards
- Reports
- Help
- Log Out

Click on the 'Unit Planner' option to access unit functions.

Broadly, **units** are organized in the following hierarchy:

- **Units**
 - **Tasks**
 - **Assignments**
 - **Rubrics**

By which we mean that **rubrics** and **assignments** are associated with **tasks** and **tasks** in turn are associated with **units**.

To view a rubric, you'll want to drill down to it by first finding the appropriate **unit**, then the appropriate **task**, and finally viewing the **rubric**.

Student Manager

Units >> Creating NEW Units

Units Administration : Edit Unit Details

Friday November 10, 2006

Sebasticook Valley Middle School

Current User: bwelch

Home Units Books Students Rubrics Reports Help Log Out

Unit Information

* Unit Title:

* Author: **Bernie Welch**

* Level:

* Essential Question:

Edit Unit Details Menu

- Home
- Books
- Students
- Standards
- Reports
- Help
- Log Out

Click on the 'Add New Unit' button to create a new unit.

Enter a unit title, level and essential question. Notice that your name and grade are automatically selected for you.

Click 'SAVE' to continue.

Student Manager

Units >> Adding Tasks

Units Administration : [View Units](#)

Friday November 10, 2006 **Sebasticook Valley Middle School** Current User: bwelch

[Home](#) [Units](#) [Books](#) [Students](#) [Rubrics](#) [Reports](#) [Help](#) [Log Out](#)

UNIT TESTING

Unit edited successfully.

Unit Information	
Author:	Bernie Welch
Level:	7th Grade
Essential Question:	WHAT'S A GOOD QUESTION?

Tasks
No tasks have been assigned to this unit. ★ Add New Task

[← Back to Units](#) [★ Add New Task](#) [✎ Edit Unit](#)

View Units Menu

- [Home](#)
- [Books](#)
- [Students](#)
- [Standards](#)
- [Reports](#)
- [Help](#)
- [Log Out](#)

You have successfully created a unit. Until you add them, no tasks are associated with a unit. To do that, click the **'Add New Task'** button.

Student Manager

Units >> Adding Tasks

Units Administration : Add Task

Friday November 10, 2006

Sebasticook Valley Middle School

Current User: bwelch

Home Units Books Students Rubrics Reports Help Log Out

UNIT TESTING

Create NEW Task

*Task Title:

*Author: **Welch**

Crosscut Existing Task

Add Task Search

Your selections returned 19 records.

Subject: Grade:

Authors:

Select	Task Title	Task Author
<input type="radio"/>	2nd quarter Journal response	Bernie Welch
<input type="radio"/>	4 x 4 structure	Bernie Welch
<input type="radio"/>	AAA Task	Bernie Welch
<input type="radio"/>	AAAA NEW TASKS ARE FUN!	Bernie Welch
<input type="radio"/>	BBBB NEW TASKS ARE REALLY FUN!	Bernie Welch
<input type="radio"/>	CCCC New Task	Bernie Welch
<input type="radio"/>	classification	Bernie Welch
<input type="radio"/>	Density and Scientific Methods quiz	Bernie Welch
<input type="radio"/>	Design an elemental poster	Bernie Welch

Add Task Menu

- Home
- Books
- Students
- Standards
- Reports
- Help
- Log Out

When adding a new task, you may either create a new task altogether OR crosscut an existing task.

To **Create a New Task** simply enter the title you wish to give the task.

To **Crosscut An Existing Task** select the radio button next to the task you'd like to crosscut. By default all of your existing tasks are displayed for you. You may see other teachers' tasks or view tasks associated with other subjects by selecting options in the 'Search' field and clicking submit.

Click **'SAVE'** to proceed.

(note: cancel will return to the unit view. This will cancel the creation of the task.)

Student Manager

Units >> Adding Tasks

Units Administration : **Edit Task Details**

Friday November 10, 2006 **Sebasticook Valley Middle School** Current User: bwelch

Home Units Books Students Rubrics Reports Help Log Out

UNIT TESTING

Task Information

Author: **Bernie Welch** Quarter: **1**

*Task Title: (255 chars)

Subject:

Standard:

Thinking Standard: [Get Organizer](#)
Use the 'Get Organizer' link to open a word document in another window. You may either view or save the document for your use.

Guiding Principles

- Clear and Effective Communicator
- Collaborative and Quality Worker
- Creative and Practical Problem Solver
- Integrated and Informed Thinker
- Responsible and Respectful Citizen
- Self-Directed and Life-Long Learner

Service Project

This performance task applies student understanding to educate or serve others

Edit Task Details Menu

- Home
- Books
- Students
- Standards
- Reports
- Help
- Log Out

Next, set the properties of this specific task by selecting the appropriate subject, standard and thinking standard. Note that **Organizers** for each of the thinking standards.

Your subject is selected by default.

Click **'SAVE'** to proceed.

(note: there is no cancel option on this screen.)

Student Manager

Units >> Selecting a Rubric

Rubric Administration : **Select Rubric**

Friday November 10, 2006 **Sebasticook Valley Middle School** Current User: bwelch

Home Units Books Students Rubrics Reports Help Log Out

UNIT TESTING

Task Information


Task: **TASK TESTING**

Instructions

Select a rubric from below. Any customized rubrics you have created for the **Cells** standard are displayed along with the **Unit >> Task** to which the rubric has been applied in the past.

To view a rubric, click on the (view) link next to the rubric. This will open the rubric in a pop up window.

Available Rubric(s)

 **District Rubric** (view)

NOTE! You have not created a personalized rubric for this standard. Select the **District Rubric**. You may edit the **District Rubric** to create a personalized rubric at any time.

Select Rubric Menu

- Home
- Books
- Students
- Standards
- Reports
- Help
- Log Out

Once you've set the properties of the task, you'll be asked to associate a rubric with the task. You may select from District Rubrics or from any personalized rubrics you may have created in the past.

In this example, there is no personalized rubric and only the District Rubric option is displayed.

To view a rubric for reference, click on the (view) link next to the rubric.

Click '**SAVE**' to proceed.

(note: there is no cancel option on this screen.)

Student Manager

Units >> Selecting a Rubric

Tasks Administration : [View Rubrics](#)

Friday November 10, 2006

Sebasticook Valley Middle School Current User: bwelch





Home Units Books Students Rubrics Reports Help Log Out

UNIT TESTING Rubric edited successfully.

Task Information

Task: **TASK TESTING** Quarter: **1**
Author: **Bernie Welch** Thinking Standard: **Abstracting**
Subject: **Science** Standard: **Cells**

Rubric

Actions	Indicator	Does Not Meet Standard	Partially Meets Standard	Meets Standard	Exceeds Standard
 	I can compare and contrast different organ systems with those of other species.	I can identify different organ systems.	I can compare different organ systems with those of other systems.	I can compare and contrast different organ systems with those of other species.	
 	I can explain that cells carry on many functions needed to sustain life and identify how cells meet the requirements for air, food, and elimination of wastes. I can also realize that many basic	I can explain that cells carry many functions needed to	I can explain that cells carry on many functions needed to	I can explain that cells carry on many functions needed to sustain life	


[Back to Task](#) [Add New Indicator](#) [Assess Rubric](#)

View Rubrics Menu

- Home
- Books
- Students
- Standards
- Reports
- Help
- Log Out

Task creation is complete at this point, unless you'd like to edit the rubric.

TO EDIT:
To add a new indicator to the rubric, click on the **'Add New Indicator'** button.

To edit an existing indicator or qualifier, click on the edit  button next to the indicator/qualifier pair you'd like to edit.

TO ASSESS A RUBRIC:
Click on the **Assess Rubric** button.

Student Manager

Units >> Editing a Rubric

Rubric Administration : Edit Rubric Details

Friday November 10, 2006

Sebasticook Valley Middle School

Home Units Books Students Rubrics Reports

UNIT TESTING

Task Information	
Task:	TASK TESTING

Available Indicators	
<input type="radio"/>	I can compare and contrast different organ systems with those of other species.
<input type="radio"/>	I can explain that cells carry on many functions needed to sustain life and identify how cells meet the requirements for air, food, and elimination of wastes. I can also realize that many basic functions within an organism occur within individual cells.
<input type="radio"/>	I can describe the causes, transmissions, and prevention strategies for diseases including; 1. Diseases and disorders may be caused by viruses, bacteria, fungi, and parasites and 2. The importance of the immune system.
<input checked="" type="radio"/>	I can demonstrate knowledge that all living things are composed of cells, cells reproduce themselves for growth and repair, different cells have different functions in multi-cellular organisms, cells are the basic unit of life, and the stages of mitosis.
<input type="radio"/>	I can demonstrate knowledge of the relationship between cells, tissue, and organs and understand that different body tissues and organs are made up of different kinds of cells.
<input type="radio"/>	AN ALL NEW INDICATOR TESTS MANY THINGS

Edit Indicators/Qualifiers	
*Indicator:	I can demonstrate knowledge that all living things are composed of cells, cells reproduce themselves for growth and repair, different cells have different functions in
Does Not Meet Standard:	I can demonstrate knowledge for two of the five indicators.
Partially Meets Standard:	I can demonstrate knowledge for three or four of the five indicators.
Meets Standard:	I can demonstrate knowledge of all five indicators.
Exceeds Standard:	

Cancel Add New Indicator SAVE

The Edit Rubric screen allows you to modify and indicator or qualifiers – or both.

To make edits, change text in any of the text fields in the bottom half of the screen.

Click **SAVE** to save your changes.

You may select another indicator and its qualifiers from the list in the top half of the screen.

To add a new indicator and qualifiers, click on the **Add New Indicator** button in the bottom of the screen.

When you've made your changes, click **CANCEL** to return to the rubric view. Your modified rubric will appear.

Student Manager

Units >> Assessing a Rubric

UNIT TESTING

Task Information

Task: **TASK TESTING**

Assessment Options

Assess By: Student Homeroom Teacher:

Currently Assessing

Student: **Caseyann Allen**

Assess Task Indicators

Indicator	Assessment Options							
	N	D	D+	P	P+	M	E	Clear
View Rubric								
Set All Indicators >>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can compare and contrast different organ systems with those of other species.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can explain that cells carry on many functions needed to sustain life and identify how cells meet the requirements for air, food, and elimination of wastes. I can also realize that many basic functions within an organism occur within individual cells.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can describe the causes, transmissions, and prevention strategies for diseases including; 1. Diseases and disorders may be caused by viruses, bacteria, fungi, and parasites and 2. The importance of the immune system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can demonstrate knowledge that all living things are composed of cells, cells reproduce themselves for growth and repair, different cells have different functions in multi-cellular organisms, cells are the basic unit of life, and the stages of mitosis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can demonstrate knowledge of the relationship between cells, tissue, and organs and understand that different body tissues and organs are made up of different kinds of cells.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AN ALL NEW INDICATOR TESTS MANY THINGS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

I'VE ADDED SOME COMMENTS HERE. THEY WILL APPEAR ON THE REPORT CARD!

Students are assessed one at a time for their performance.

The top portion of the screen allows you to select the student to assess. Select **All Students** in the homeroom teacher drop down or group students by selecting the homeroom teacher whose students you'd like to assess.

Move from student to student by clicking the **Next** and **Previous** buttons – OR – select a student from the drop down list of students.

The lower half of the screen shows each of the indicators which can be assessed. Select from the options available. To assign an assessment to all indicators for the student, click the appropriate assessment option in the 'Set All Indicators' row of the screen. This will automatically select that option for each of the indicators.

Comments can be entered in the comment section and will appear in the report card. Returns will be saved as formatting.

NOTE: Assessments are automatically saved when moving from student to student – or – you may click **SAVE** at any point.

Click **Back to Rubric** to exit the assessment screen.

Student Manager

Units >> Creating an Assignment

Tasks Administration : [View Tasks](#)

Friday November 10, 2006 **Sebastiack Valley Middle School** Current User: bwelch

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UNIT TESTING

Task Information

Task: **TASK TESTING**
Author: **Bernie Welch** Thinking Standard: **Abstracting**
Subject: **Science** Standard: **Cells**
Quarter: **1**

Guiding Principles

Clear and Effective Communicator
Collaborative and Quality Worker
Creative and Practical Problem Solver
Integrated and Informed Thinker
Responsible and Respectful Citizen
Self-Directed and Life-Long Learner

Service Project

This performance task applies student understanding to educate or serve others

Rubric

There are **6** indicator(s) associated with this task. [View Rubric](#) [Assess Rubric](#)

Assignments

There are **0** assignment(s) associated with this task. [Add Assignment](#)

[Back to Unit](#) [EDIT TASK](#)

View Tasks Menu

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- [Students](#)
- [Standards](#)
- [Reports](#)
- [Help](#)
- [Log Out](#)

To create an assignment, click on the **Add Assignment** option in the Task View.

Student Manager

Units >> Creating an Assignment 2

Units Administration : Add Assignment

Friday November 10, 2006

Sebasticook Valley Middle School

Current User: bwelch

Home Units Books Students Rubrics Reports Help Log Out

UNIT TESTING

Task Information

Task: **TASK TESTING**

Assignment Information

* Assignment: ASSIGNMENT TESTING

Description:

* Grade Option: Narrative Scoring

* Due Date: (MM/DD/YYYY format) 12/25/2006

Cancel SAVE

Add Assignment Menu

- Home
- Books
- Students
- Standards
- Reports
- Help
- Log Out

When adding an assignment, enter an assignment title, a description (optional) a scoring/grading option and the due date for the assignment.

Click **SAVE** to save the assignment and return to the assignment view.

Click **Cancel** to exit the assignment creation screen. The assignment will not be saved.

Student Manager

Units >> Viewing Assignments

Units Administration : [View Assignments](#)

Friday November 10, 2006 **Sebasticook Valley Middle School** Current User: bwelch



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AAAA NEW UNITS ARE FUN!

Task Information

Task: **AAAA NEW TASKS ARE FUN!**
Author: **Bernie Welch** Thinking Standard: **Deductive Reasoning**
Subject: **Science** Standard: **Continuity and Change**
Quarter: **1**

Assignments


View	Delete	Assignment Name	Due Date	Score
		AAAA NEW ASSIGNMENT!	12/25/2006	0

[Back to Task](#) [Add New Assignment](#)

View Assignments Menu

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- [Students](#)
- [Standards](#)
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Once an assignment is created it can be graded.

To grade an assignment, click on the assignment name or on the view icon  next to the assignment's name.

Student Manager

Units >> Grading Assignments

UNIT TESTING Grades Saved

Task Information

Task: **TASK TESTING**

Assignment Information

Assignment: **ASSIGNMENT TESTING**
Description:
Grade Option: **Narrative Scoring** Due Date: **12/25/2006**
Grades Entered: **1**

Grade Assignment

Student Group: Assign ALL students in list this grade:

Student	Grade	Accomodations
Svea Ashe	<input type="text" value="NOT GRADED"/>	
Ashley Black	<input type="text" value="NOT GRADED"/>	
Joshua Bowden	<input type="text" value="NOT GRADED"/>	
Alayasia Cooper	<input type="text" value="NOT GRADED"/>	
Christine Della Porta	<input type="text" value="NOT GRADED"/>	
Brianne Duley	<input type="text" value="NOT GRADED"/>	
Amanda Erskine	<input type="text" value="NOT GRADED"/>	
Renee Ervin	<input type="text" value="NOT GRADED"/>	
Cody Hopkins	<input type="text" value="NOT GRADED"/>	
Hillary Horton	<input type="text" value="NOT GRADED"/>	
Christopher Knowlton	<input type="text" value="NOT GRADED"/>	
MacKenzie Leal	<input type="text" value="NOT GRADED"/>	
Taylor McLoughlin-Webber	<input type="text" value="NOT GRADED"/>	
Ethan Pearl	<input type="text" value="NOT GRADED"/>	

Assignments are graded by selecting a grade from the **Grade** drop down list next to each student's name.

To assign a grade option to all the students on the list, select an option from the **Assign ALL students** drop down.

To select a group of students to grade, select the homeroom teacher from the **Student Group** drop down list.

Click **SAVE** to save grades.

Click **Back to Assignments** to return to the assignment view screen. UNSAVED changes will be lost.

Student Manager

Assessing Responsible Learner Indicators

Students : [Dashboard](#)

Friday November 10, 2006 **Sebasticook Valley Middle School** Current User: bwelch

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View	School	Student	Grade	Gender	Class	Teacher
	Sebasticook Valley Middle School	Ashe, Svea	7	F	2012	Welch, Bernie
	Sebasticook Valley Middle School	Black, Ashley	7	F	2012	Welch, Bernie
	Sebasticook Valley Middle School	Bowden, Joshua	7	M	2012	Welch, Bernie
	Sebasticook Valley Middle School	Cooper, Alayasia	7	F	2012	Welch, Bernie
	Sebasticook Valley Middle School	Della Porta, Christine	7	F	2012	Welch, Bernie
	Sebasticook Valley Middle School	Duley, Brianne	7	F	2012	Welch, Bernie
	Sebasticook Valley Middle School	Erskine, Amanda	7	F	2012	Welch, Bernie
	Sebasticook Valley Middle School	Ervin, Renee	7	F	2012	Welch, Bernie

Dashboard Search Your selections returned 20 records.

Students:

Dashboard Menu

- Home
- Books
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- Standards
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- Help
- Log Out
- Student Actions**
- Learner Assessment
- Group Students

To prepare responsible learner assessments for report cards, choose the **Students** option on your home page.

This brings up the students page. To conduct assessments for your students, select the **Learner Assessment** option in the dashboard menu on the right side of the screen.

Student Manager

Assessing Responsible Learner Indicators2

Assessment Saved

Assessment Options

Homeroom Teacher: **Bernie Welch** Student: Svea Ashe

Currently Assessing

Svea Ashe Previous Next

Assess Responsible Indicators

Double Click an item in the list to add it to the text in the assessment box. You may edit the text as you see fit.

Select Indicators here to pull up the associated list of qualifiers.

- Participation
- Reliability
- Concern for Quality
- Cooperation
- Self-Direction and Planning
- Responsibility

- Sets and follows plans to accomplish complex goals.
- Seeks independent study.
- Curious and driven to learn more.
- Self-directed.
- Usually prepared for class.
- Curious.
- Sets and follows plans with small steps to accomplish long term goals.
- Usually brings materials to class.
- Sometimes plans, but with inconsistent follow-through.
- Follows plans set by the teacher.
- Apathetic.
- Doesn't bring materials to class.
- Rejects plans set by the teacher.
- Seldom plans.

Assessment:

Usually complete quality work. Keeps self and others on task.
Sets and follows plans to accomplish complex goals.

I'VE SELECTED A COUPLE OF OPTIONS FROM ABOVE AND ADDED MY OWN COMMENTS AS WELL. LINE BREAKS WILL BE PRESERVED!

Back to Rubric SAVE

Students are assessed one at a time. Move from student to student by clicking the **Next** and **Previous** buttons – OR – select a student from the drop down list of students.

Each student is assessed by adding text in the assessment text box at the bottom of the screen. To assist with completing this text, **Responsible Learner Indicators** and their corresponding qualifiers are listed in the middle portion of the screen.

Items in the list on the right side of the screen can be added to your assessment text box by double clicking them.

To display the qualifiers for a given indicator, select the indicator you wish to view from the list on the left hand side of the screen.

Text can be edited or added to as you choose. Note that line returns are preserved for formatting.