

Grading Slip				
Assignment Title:				
Assignment Type: HW Classwork Quiz Test Proj				
Date Passed Out/Assigned:				
Date Assignment Due:				
	Comments (e.g. # days late, retest, modified, sped, 2 nd submission, etc.)	Student First Name	Student Last Name	Grade Earned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				

Grading Slip				
Assignment Title:				
Assignment Type: HW Classwork Quiz Test Proj				
Date Passed Out/Assigned:				
Date Assignment Due:				
	Comments (e.g. # days late, retest, modified, sped, 2 nd submission, etc.)	Student First Name	Student Last Name	Grade Earned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				

Preview Copy Only: Slips Best Used As MS Word w/ Typed-In Roster(s)

Helpful tips:

1. Add your name and the period to the grading slip (see example below) and change the assignment types to match the assignment types in your electronic (or physical) gradebook. For example, omit "Proj" if you don't assign projects. If you teach 6 different periods, create one grading slip for each of the 6 periods by copying and pasting an entire grading slip and typing in the 1st period roster onto the first grading slip, the 2nd period roster onto the next grading slip, the 3rd period roster onto the next grading slip, etc.
2. Decide whether you will alphabetize the student names on the grading slip by LAST name or by FIRST name. I like alphabetizing names by first name. For me, it's easier to see first names than last names on student papers, so I like dealing with students' first names.

NOTE: I also changed my electronic gradebook to show the student names alphabetized by FIRST name. With student names written all the same way on student papers, on the grading slips, and in my electronic gradebook, this made for MUCH, much easier grade transfer from papers to the slips to the gradebook.

3. Make sure to type (versus writing by hand) the students' names onto the grading slip. Typed-in names are substantially easier to read.
4. Don't type in any other information. For example, don't type in the grades and don't type in the assignment headings. You want to leave this information blank so that you have a version of the grading slip (one per period) that you are able to photocopy and use for every assignment you grade.
5. Print one copy of the grade-less, assignment-header-less grading slip and then photocopy additional copies.
6. For each assignment you grade, fill in by hand the assignment information and by hand circle the assignment type. Finally, enter by hand the grades that students earn. Transfer the grades into your electronic gradebook and staple the grading slips into a manila file folder (staple them one on top of the other) to store them as a backup copy.
7. PARENT CONFERENCES: You can take the manila folder of grading slips to parent conferences if you want to share any comments you've written about a student's assignment. But it would probably be better to take a student's grade report sheet or a collection of weekly printouts of your electronic gradebook (collected in a binder labeled "GRADEBOOK") so that you can see all of a particular student's grades on one page.

example alphabetized by FIRST names

example alphabetized by LAST names

Period 4 Grading Slip Mrs. Sanders Room 105				
Assignment Title:				
Assignment Type: HW <u>Classwork</u> Quiz Test Proj				
Date Passed Out/Assigned:				
Date Assignment Due:				
	Comments (e.g. # days late, retest, modified, sped, 2 nd submission, etc.)	Student Last Name	Student First Name	Grade Earned
1		Evans	Avery	
2		Williams	Avery	
2a*		Smith	Brandi	
3		Johnson	Casey	

Period 5 Grading Slip Mrs. Sanders Room 105				
Assignment Title:				
Assignment Type: HW Classwork Quiz <u>Test</u> Proj				
Date Passed Out/Assigned:				
Date Assignment Due:				
	Comments (e.g. # days late, retest, modified, sped, 2 nd submission, etc.)	Student First Name	Student Last Name	Grade Earned
1		Jalissa	Anderson	
2		Zachary	Bennett	
3		Aaron	Davidson	
4		Gina	Davidson	
5		Manny	Eckhardt	
6		Etc.		
7				

* Use alphanumbers for roster changes if (and only if) you assign student numbers. Brandi Smith was added to this class after school had started, so she was inserted into spot 2a to maintain alphabetizing and so others could keep their previous numbers.