

Explanation of How to Use The Grading Slips with “Flow of Student Papers” Tips

Print One Blank (Names Typed In Only) Grading Slip For Each Period and *Photocopy* Additional Copies as Needed

Once you've prepared your grading slips (one per period) in Word by typing in the assignment types and student names (alphabetized either by first or last names) to match your electronic gradebook, print out your grading slips and photocopy some copies. If your student roster changes frequently, you might want to photocopy just a few at a time.

Collect and Staple a Set of Student Papers, Paperclip the Grading Slip to the Stack of Papers, and Fill in the Assignment Information

After collecting a set of student papers, staple the student papers in the top left- or right-hand corner. Paperclip (do not staple) a blank grading slip to the stapled stack of papers. Set this stack aside for grading.

IMPORTANT: I collect Pink Slips (aka Responsibility Cards) from students who have no assignment to turn in, and I staple the collected stack of papers in front of the students. I store the collected papers in my assignment “Collector/Protector” purchased from www.callowayhouse.com. After retrieving the papers from the collector/protector for grading, I keep the stack stapled the whole time I grade them. I only un-staple the stack in front of the class once I'm about to pass back the graded papers. This way, I don't lose individual papers and students know it. Students have a VERY difficult time claiming that I've lost what they turned in, especially when I present to them or their parents a PINK SLIP they themselves have filled out and signed. There is an article on using PINK SLIPS at www.teachers.net at the Harry Wong link under the topic “92% Turn In Rate” and a copy at my website.

Just before beginning to grade student papers, fill in the assignment information at the top of the grading slip. Circle the appropriate assignment type. This will make it quick when it comes time to type this information into your electronic gradebook.

Quicker Grading Techniques and Posting/Data Entry

Grade all the front sides of the student papers and total the acquired or subtracted points (whichever you prefer) at the bottoms of each student's front side. Repeat this for the back side (if there is a back side).

Total each student's grade and record all of the students' final grades onto the students' papers and onto the grading slip. Move the graded student papers to the "To Pass Back to Students" tray/area in your classroom. Keep the grading slip. As soon as possible, transfer the grades from the grading slip into your gradebook.

Store the Used Grading Slips in a Manila File Folder (staple them in) as a Physical Backup to Your Electronic Gradebook

After transferring the grades from the grading slip into the gradebook, staple the grading slip into a labeled file folder. Collect grading slips (by stapling them either side-by-side or one on top of the other) into the file folder for a determined period (6 weeks, 9 weeks, etc.) before starting a new file folder. You can store the manila file folder(s) of grading slips in the front pocket of your "Huge Binder of Student Information."

For Teachers Who (Will) Assign Student Numbers

Some teachers use the number next to the students' names to assign class numbers to the students. Students then write the number at the top of all submitted work. This reduces alphabetizing the stack to simply ordering the numbers, and it makes it EASY to see whose papers are missing. Teachers can post the missing numbers to the board to alert students that they are missing work. This does not do so privately, because students can deduce which numbers match to which students. It just makes it easier and quicker for the teacher to see and post missing work, and students have an easier time locating on the board their number in a list of numbers rather than their name amongst listed names.

Handling Roster Changes When Using Student Numbers

A teacher posting at www.teachers.net suggested the use of alphanumeric numbers to deal with changes in the roster. For example: To keep the list alphabetized, a teacher might assign the alphanumeric 6a to a new student whose name needs to go between student names # 6 and # 7. And when a student leaves the class, the teacher can simply delete that student's number (and name) from the roster but keep all other number assignments the same. This way, the remaining students can continue writing the same number at the top of their papers to which they've become accustomed.