

TASK ANALYSIS

Targeted Learning Goals

- Teachers will set up a new grade book with grade calculation in SIS
- Teachers will set up a weighted individual assignment in SIS.
- Teachers will copy and paste an assignment between grade books.

Established Prerequisites

- Basic computer usage skills and vocabulary
- Access the Middle School server by logging on to Novell (must have user name and password with teacher rights)
- Computer workstation with SIS loaded and the ability to log on to the SIS system (must have user name and account)
- Opening the grade book menu in SIS

Steps and Decision Points

- 1) Setting up a new grade book
 - a) Log in to SIS and access the grade book menu
 - b) Double click on the class for which a new grade book will be created
 - c) Click “Yes” on the dialog box
 - d) On the “Type of School” dialog box, select “High School or Multi-Class Elementary”, then click “Select”
 - e) Enter current semester, then click “Okay”
 - f) Click “No” on the next dialog box asking about Progress Report Cards
- 2) Setting up grade calculations
 - a) Single click on the column heading “SGT001”.
 - b) Hit “Ctrl + P” on the keyboard to bring up the column properties
 - i) User can also choose to access column properties by using the “Assignments” menu on the menu bar, then selecting “Properties of Cur-Assignment”
 - c) Click the “Formula” button, then click the “Setup Formula” button
 - d) Put a check mark next to CLS, HWK, PRJ, TST, LAB, QIZ, and XTR, then click “Done”
 - e) Click “Okay” seven consecutive times, then click “Done” twice
 - i) User can choose whether to drop lowest grades from calculation of each type of assignment by entering the number of grades to drop before clicking “Okay”. Default is “0”

- 3) Setting up a weighted individual assignment
 - a) Hit “Ctrl + N” on the keyboard to create a new assignment column
 - i) User can also choose to create a new assignment column by using the “Assignments” menu on the menu bar, then selecting “create New Assignment”
 - b) In the “Create New Assignment” dialog box, choose “Insert by Date” and click ‘Select’
 - i) “Insert by Date” is the default and most commonly used option, but the user can also select “Insert at Current Position” or “At End”
 - c) Choose the type of assignment from the drop-down menu
 - d) The “Sequence” field will automatically fill and does not usually need to be changed
 - e) Enter the Base-Points (points that the assignment is worth)
 - i) If teachers are using percentages rather than point values, they should enter “100” as the Base-Points value
 - f) Adjust the “Factor/Weight” field appropriately for the assignment. The value entered is a multiplier (i.e. 2.0 = double the weight, 0.5 = half the weight)
 - i) Teachers must determine how “valuable” they want the assignment to be, especially if using percentages, otherwise all grades will be calculated the same.
 - g) Enter the Date in MM/DD/YYYY format (current date entered by default)
 - h) Add a note describing the assignment. At Sullivan Middle School, the principal expects a great deal of descriptive detail to be listed here
 - i) Click “Done” to create the assignment
- 4) Copying and pasting an assignment between grade books
 - a) Access the “Assignments” menu on the menu bar and select “Copy Columns to Buffer”
 - b) Click “Yes” on the dialog box to confirm the copy command
 - c) In the “Select Columns to Copy” dialog box, put a check mark next to the assignment(s) to be copied and click “Done”
 - d) Click “eXit” on the menu bar to go back to the grade books menu
 - e) Double-click the grade book in which to copy the assignment
 - i) The user will have to set up the grade book as outlined above if it has not already been done
 - f) In the new grade book, access the “Assignments” menu on the menu bar and select “Paste Columns from Buffer”
 - g) Click “Yes” on the dialog box to confirm the paste command
 - h) In the “Create New Assignment” dialog box, choose “Insert by Date” and click ‘Select’
 - i) “Insert by Date” is the default and most commonly used option, but the user can also select “Insert at Current Position” or “At End”
 - i) The assignment column should appear in the new grade book

Reflection

I was very surprised as I began fleshing out all of the steps in these tasks. I would consider these tasks to be fairly basic, yet there were many more steps than I would have realized had I not listed them in such detail. Expert users, myself included, do all of this almost without thinking. I can certainly understand how these tasks could seem very daunting to a novice, especially since SIS is riddled with poorly described buttons, options, and menus that most teachers would never need. Analyzing the processes in detail has been very beneficial in that it helps me, the designer, to see a task as a beginner might see it.