

Standards-Based Conversion Tables

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Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Conv Tbl

This tab allows you to create and maintain district-wide conversion tables to be used for standards-based grading in TeacherPortal.

Update data:

❑ Retrieve an existing table:

Table	❑ Begin typing all or part of a conversion table name. As you begin typing the table name, a drop-down list displays the tables with the name that begin with the characters you have typed. Select the table. Leave blank to retrieve all existing conversion tables. ❑ Click **Retrieve**. A list of existing conversion tables are displayed in the left grid. ❑ Click the table you want to update, and the details for the selected table are displayed in the right grid. Table names displayed in bold, italic type indicate that the table is assigned to a campus (**Standards-Based Grading Conversion Tbl** field on Maintenance > TeacherPortal Options > Campus > Options).

❑ In the left grid, click **+Add** to add a new table.

A blank row is added to the grid.

Table	Type the name of the conversion table.
Low-Point	(Required) Type the one-digit From range.
High-Point	(Required) Type the one-digit To range. The high point value must be greater than the low point value.

❑ After you create a table, click **+Add** in the right grid to add data to the table.

A blank row added to the grid.

❑ Or, click **+Add 10** to add ten blank rows.

Points	Type the point's value to convert.
Conversion Grade	Type the grade equivalent for the points.

The conversion table (right grid) must contain values within the range of the **Low-** and **High-Point** fields.

The points and conversion grades should be entered in descending order. The low and high point values must correspond to the low and high conversion grade values. For example, if the table has a point range of 1-3 with conversion grades of 80, 90, and 100, then based on this information the following is correct:

- The highest point value of 3 will correspond to the highest conversion grade of 100.
- The middle point value of 2 will correspond to the middle conversion grade of 90.
- The lowest point value of 1 will correspond to the lowest conversion grade of 80.

❑ Click **Save**.

	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). The record cannot be deleted if it has corresponding points and conversion values or if the table is assigned to a campus. The corresponding points and conversion values must be deleted prior to deleting the record.
Print	Print the conversion table. **Review the report using the following buttons**: Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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