Fast and Easy Grading
Fresh Grade Tutorial For Teachers

Schulich SCHOOL OF EDUCATION Nipissing University

Professional Learning Program



Introduction

FreshGrade allows teachers and students to quickly capture learning in digital portfolios. This is an easy, paper-free way for teachers to provide feedback and track progression by using a variety of custom assessment tools. This tool keeps parents involved and provides ongoing communication about learning and promotes student ownership.

Let's Begin

1.Open safari or Google chrome on ANY device with internet access
2.Open this link by clicking 'Fresh Grade Teachers'
3.Scroll to the bottom of the page and click 'sign up for free'
4.Enter the information needed

Next..

- Learn how to enter your classroom
- Learn how to Share a highlight with parents via email
- Learn how to access Gradebook and create activity
- Learn how to send out announcements



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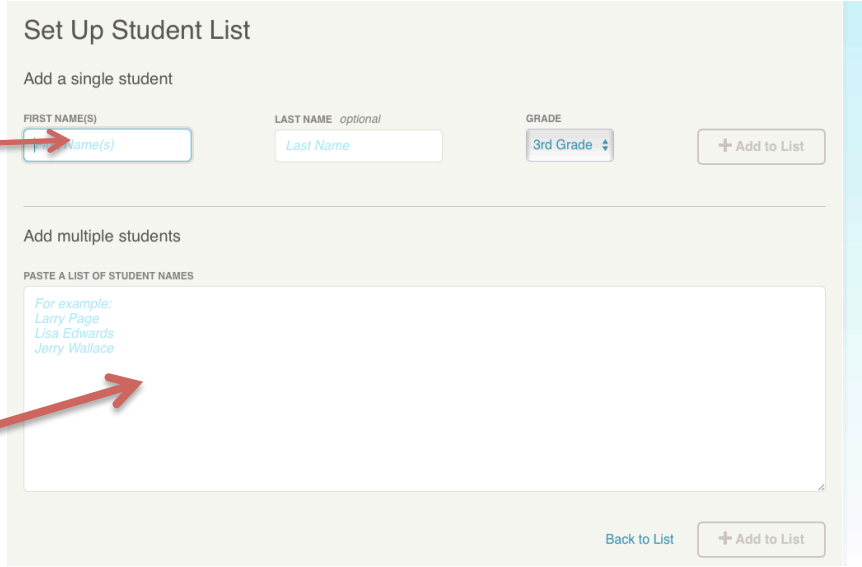
How to enter your classroom…

Step 1: From your account settings, click '+ Create New Class' to get started.
Step 2: Fill in the following information to create your new class:

- Class Name
- Learning Outcomes
- Grades
- Subjects

Step 3: Next, add your students. You can do this two different ways:
Enter their name in manually, or
Copy/Paste from a list by clicking on 'Copy/Paste List of Student Names.'
Step 4: Select the 'Portfolios' tab in the top toolbar to view to your Student Overview page.



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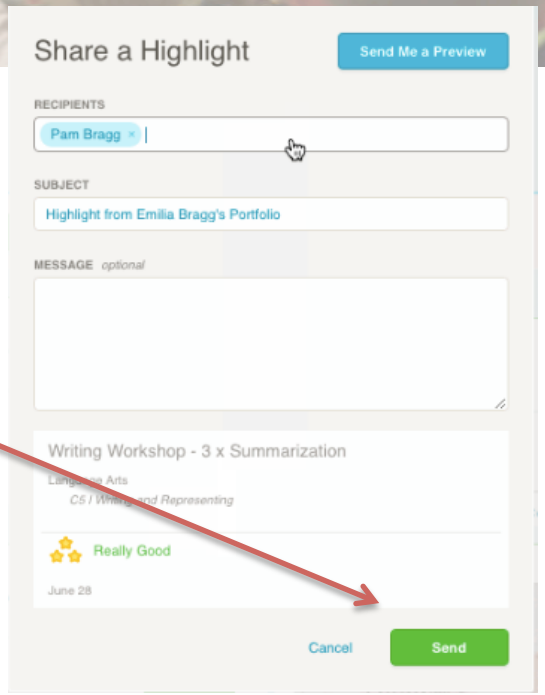
Parent/Teacher Communication
How to Share a Highlight Via Email

Step 1: Click 'Manage Parents' to enter in parent contact information.
Step 2: Click 'Add Parent' and enter the parent's name and email address. Click 'Add Parent' again to add more contacts if you wish.
Step 3: Find the Portfolio element that you want to share. Click 'Share' located in the bottom right-hand corner of the element.
Step 4: The contact information you added will be automatically populated for you.
Step 5: Edit the subject line and enter a personal message (optional).
Step 6: Click 'Send' and the email will be sent to the parent's email address you entered. If the parent replies to the email highlight sent from FreshGrade, he or she will be sent to the email address attached to your FreshGrade account.



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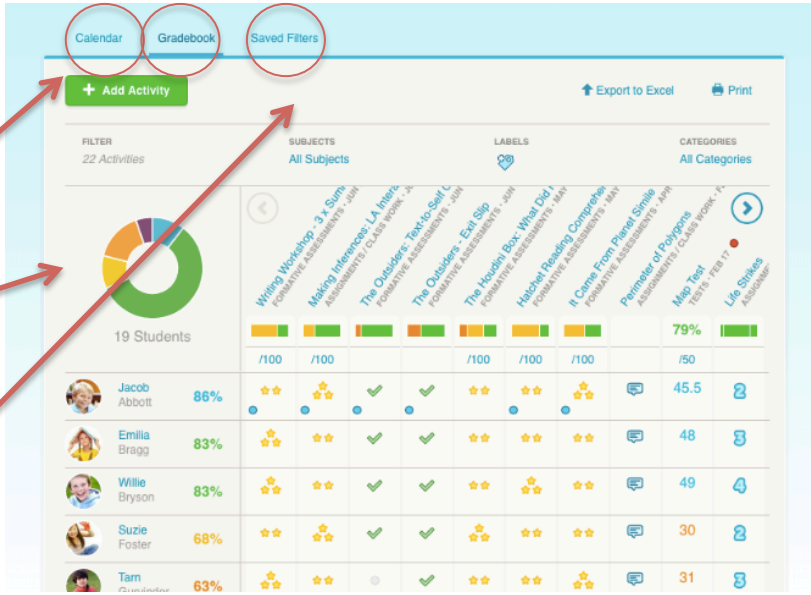
Gradebook overview

Your Gradebook is divided into three tabs:

Calendar: With the help of this assessment calendar view, you can plan activities, assess student progress, and track performance against learning objectives.

Gradebook: Any time you create an activity in your FreshGrade account, your Gradebook will automatically populate. You will then be able to filter class results by labels and subject. This information can be printed or exported for your records.

Saved Filters: You can filter your Gradebook by Subjects, Labels, and Categories. Once you have filtered your Gradebook, you can save the filter and any new activities that match your filter criteria will automatically be added to your filter.



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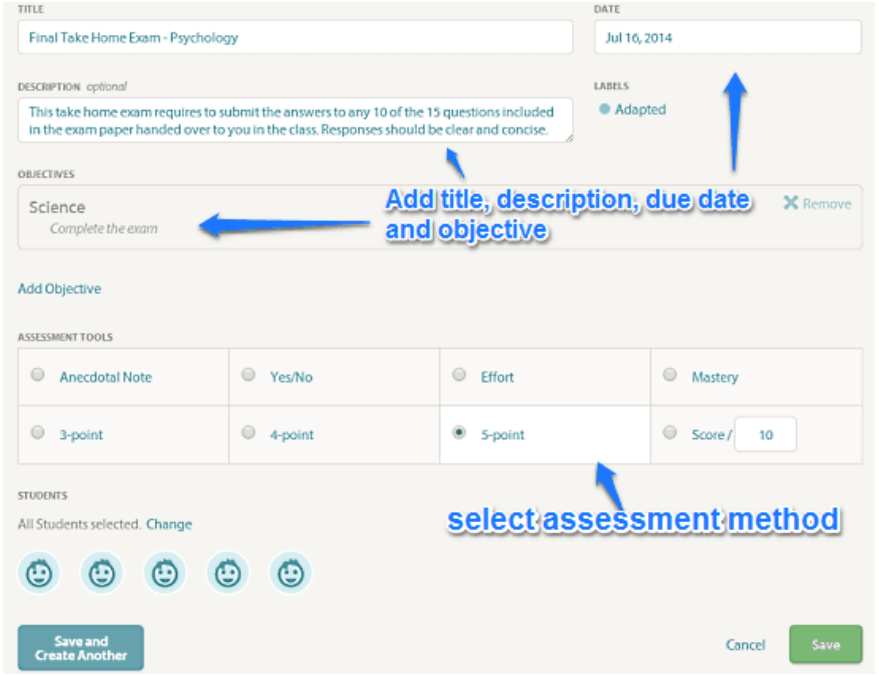
How to Create a Gradebook Activity

Step 1: To create an activity, select the 'Gradebook' tab in the top toolbar. Then select 'Create Activity.'
Step 2: Fill in the following information to create an activity:

- Activity Title
- Date
- Activity Description
- Labels
- Category
- Objective

Step 3: Choose your assessment tool. You can use a default tool or create your own custom assessment tool.
Step 4: Select your students. You can choose the entire class, or select specific students who will be completing this activity.
Step 5: Press 'Save' to begin assessing students and capturing evidence of student work.-



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How to Invite Parents

Step 1: Click on the 'Portfolios' tab in your top toolbar.
Step 2: Click on the 'Options' button and select 'Edit Student' from the drop-down menu.
Step 3: Click the 'Add Parent' button to enter in parent content details.

How to Invite Students

Step 1: Click the 'Portfolios' tab in your top toolbar.
Step 2: Click 'Options' and select 'Edit Profile' in the drop-down menu.
Step 3: If you haven't already done so, click the 'Parental Consent' box to reveal your student's Access Code. Press 'Save' once it's been selected.
Step 4: Repeat steps above to reveal codes for all students.

