LOCATING YOUR FILE

Your family file is located on our secure SharePoint site. It is in Excel Online, which is free to use.

To see your file, you can click on the link you received in your email, or you can copy and paste it into the address bar on a browser.

Please do not give out your link to anyone you do not want to be able to edit your information. It is a live edit link, and gives access to anyone who has it. We recommend only giving it to your advisor.

The ministry's Transcript Coordinator can also access your file for records purposes.

WHEN YOU OPEN IT....

- Check the Summary - Educational Methods Tab to ensure that your students' names are filled in at the top
- If you do not see your students' names, please email tech@fbclpem.org
- **PLEASE DO NOT RENAME ANY TABS. This interferes with the formulas the underlie the spreadsheet**
- You will notice if you were with us before that many cells are now locked. This is to prevent the accidental editing and deletion of formulas that you do not see

NUMBER OF CLASSES	STUDENT	JUMP TO STUDENT
8	Colton Jones	Click for Student 1
8	Wyatt Jones	Click for Student 2
8		Click for Student 3
8		Click for Student 4
8		Click for Student 5
6		Click for Student 6
5		Click for Student 7

ALL LEVELS FILL OUT:

SUMMARY – EDUCATIONAL METHODS TAB:

Instead of having multiple tabs, we have combined all students on one tab.

The blue links next to each student's name at the top will jump you to their section.

STEP ONE: to the left of the student's name, fill in the number of classes they will be taking in this school year. Generally, 8 classes are recommended, but please speak to your advisor if you have any questions

STEP TWO: Go to Student 1's section – they are assigned Student 1, Student 2, etc...based on how you entered them in your forms.

In the boxes beneath the student number, list each subject they will study during the year.

In the boxes beneath their name, provide a brief description of the curriculum or methods you will use to teach the subject.

STEP THREE: Repeat for each student

STEP FOUR: Set Print Area

Use your mouse to select all of the cells that have student data, starting with F27 and G27 and going to the last row of your last student
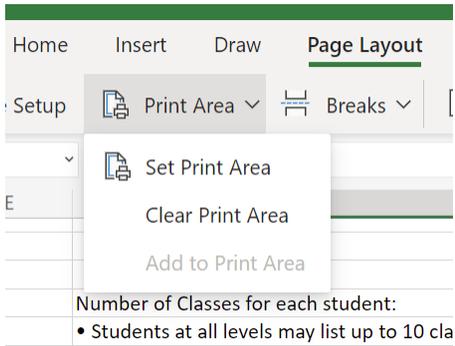
At the top of the screen, below the green Excel bar, click Page Layout > Print Area > Select Print Area

STEP 5: Print and send to your advisor

- Click File in the upper left corner of your screen just below the green Excel Bar
- Click Print in the green list
- Depending on your browser, this may look slightly different, but click the Print button but appears – **Figure 1**
- Now a menu will appear to the right of the screen
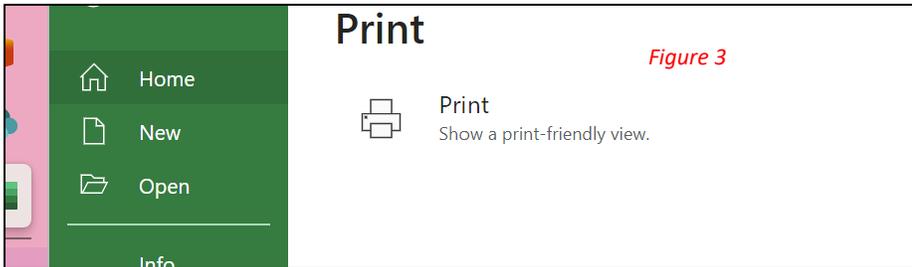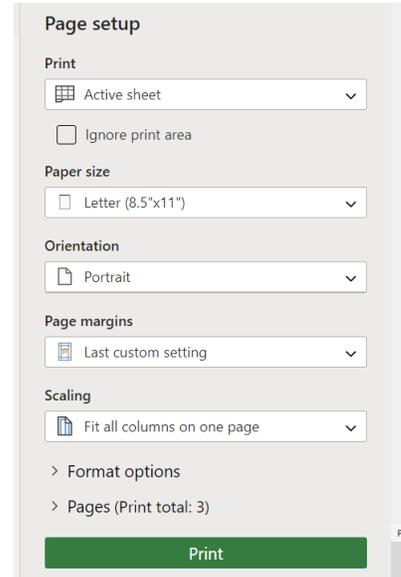

- Click the green print button – **Figure 2**
- A final pop-up will appear – **Figure 3**
- In the Printer dropdown, select Save as PDF (the phrasing may vary)
- Click the blue save button at the bottom of the dialog box
- Save the file somewhere on your computer where you will be able to find it
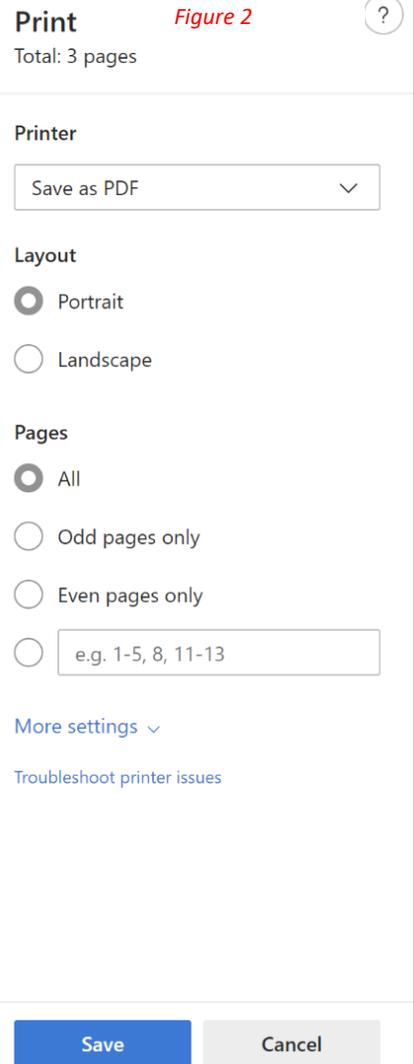- Send it to your advisor as an email attachment

DUE DATE: 9/15

If you are Standard, you are done with your Family File for the Year!

STEP ONE: Be sure your Summary – Educational Methods tab is filled out and sent to your advisor

STEP TWO: On the Record Keeping – DO THIS FIRST tab, select the current quarter from the drop-down box. This drives some of the calculations, so it is important that this i

STEP THREE: Prior to each quarterly review, complete the Elementary School Grade Record and/or the Middle School Grade Record as applicable for your student(s).

NOTE THAT THERE IS NOW ONLY ONE TAB PER RECORD KEEPING LEVEL

Figure 4

- The names, grade levels, and subjects should filter over from the Educational Methods tabs for each of your students
- Note that there are four to five student records on the tab. DO NOT DELETE UNNEEDED LINES!
- To the left of the screen, there should be small minus buttons that will allow you to collapse and hide any students you don't need – **Figure 4**
- Once collapsed, it will become a plus button that will allow you to expand the rows
- To collapse all, press the small **1** ; to expand all press the small **2**

STEP FOUR: Elementary ONLY – Decide if you will use OSU or ABCDF grading scale. Make your choice by selecting the yellow cell and changing the drop-down from ☒ to ☐

	0	
Are you using a traditional ABCDF scale, or OSU (Please select one)?	☒	Traditional ABCDF
	☐	OSU - Oustanding/Satisfactory/Unsatisfactory

STEP FIVE: Choose whether you will utilize the summer fourth quarter using the same method as step four

Are you using the optional fourth quarter (summer)?	☐	Yes
	☒	No

STEP FIVE: For the applicable quarter, select or type the letter grade the student received for each subject.

This will only allow letter grades

STEP SIX: Repeat for each student, switching to the other level tab if necessary.

If you have no high school students, please skip to the section entitled "Printing your Grade Record"

RECORD KEEPING - HIGH SCHOOL

There are four forms required for High School Record Keeping:

- Educational Methods Summary – due annually on 9/15 **(SEE ALL LEVELS FILL OUT ON PAGE 1)**
- Diploma Planning Chart – due annually on 9/15
- Weighting Record – due annually on 9/15
- Grade Record – due at each quarterly review

DIPLOMA PLANNING CHART

STEP ONE: If you have multiple high school students ONLY, make a copy of the HS Diploma tab

- Right click on the yellow tab itself
- Select "Duplicate"
- **This is the one tab that should allow you to change its name**
- Double click on the tab name
- Type a new name

STEP TWO: Enter Student's name, grade level, estimated graduation year. Select a chosen diploma track from the dropdown box.

The selection made here will alter the Subject outline on the screen

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If you have questions about the diploma track, please contact your advisor

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STEP THREE: On each line, enter the course name that fulfills the requirement, whether it is an honors course, and then select either En for "enrolled" or the earned letter grade in the column for the year the course was taken.

For example, the student below received an A in 9th grade English and is currently enrolled in 10th grade English.

Select "En" to indicate enrolled. After a grade is earned, change to the grade

Subject		Honors?	8th	9th	10th	11th	12th
English							
1 (w/Comp & Grammar)	English I			A			
1 (w/Comp & Grammar)	English II				En		
3 (Literature)							
4 (Literature)							

STEP FOUR: Print each page as a PDF and send to your advisor following the steps in the **All Levels Fill Out** Section above.

WEIGHTING RECORD

STEP ONE: Locate the HSRK-Weighting-ALL tab

Your high school students should be already placed on the tab, with their subjects filtering over from the Educational Methods Summary tab.

If they are not, please email tech@fbclpem.org

STEP TWO: Fill in the required information. It is ***vitally important*** that you fill in each cell on each row. The options are in drop-downs

STUDENT 1

Are you using the fourth quarter for this student? Yes

Please fill in the following information for all classes

See instructions

Student:

Classes	Credits	Year or Semester	Honors	College	Alternate
Algebra I	1	Year	No	No	No
Language Arts**	1	Year	Yes	No	No
Life Science	1	Year	No	No	Yes
Coding*	1	Year	No	Yes	No
PE	0.5	Fall/Winter	No	No	No
Photography	0.5	Year	No	No	No
Bible Study	1	Year	No	No	No
US History	1	Year	No	No	No

- Are you using the fourth quarter for this student: Yes or No3
- Credits – 1.0 or 0.5
- Year or Semester
  - o Year
  - o Fall/Winter
  - o Winter/Spring
  - o Spring/Summer
  - o Fall only
  - o Winter only
  - o Spring only
  - o Summer only.
- Honors: Yes or No – if yes, this adds the "**" designation for transcripts
- College: Yes or No – if yes, this adds the "*" designation for transcripts
- Alternate: Yes or No – If the course will have varying weights over different quarters, i.e., three quarters do not have a project but one does, you would select "Yes" to indicate that each quarter needs its own weighting system. If the weights remain consistent throughout the year, then select "No"
- **If you do not fill in any of these cells, your student's calculations will be incorrect or in error status**
- **Due by 9/15**

STEP THREE: Weight each subject

If you selected "No" for Alternate – Use the Annual Weights Column

- Enter a weight for each category
- You may not weight the Daily work and Homework more than a combined total of 50%
- Just type the number – the % sign will be added. You should not use decimals
- If your total does not add up to 100%, the Total Weight column will be yellow with red font
- If you selected "Yes" for Alternate, this row will be blacked out and you should enter the weights as describe in the next section

classes		ANNUAL WEIGHTS - ALL QUARTERS THE SAME								
See instructions		Type in weights as normal number (NOT A DECIMAL, NOT A PERCENT)								
e	Alternate	Daily Work (<50%	Homework	Quizzes	Tests	Essays/Papers	Projects	Labs	Other	Describe other	Total weight must be 100%
	No	25%		25%	50%						100%
	No	30%									30%
	Yes	██
	No										
	No										
	No										
	No										
	No										

If you selected "Yes" for Alternate – Move to the right to enter the weights for each quarter

In this example, only one of the classes was marked "Yes" so all the other rows are blacked out

FIRST QUARTER WEIGHTS									
Daily Work (<50%	Homework	Quizzes	Tests	Essays/Pap	Projects	Labs	Other	Describe other	Total weight must be 100%
██
20%	20%	20%	20%		20%				100%
██
██
██
									0%

Enter the weights the same way as for Annual, but filling in each of the three quarters (four if you selected summer) separately. This will allow you to assign different weights to different categories in each quarter

- First Quarter – Purple
- Second Quarter – Gold
- Third Quarter – Green
- Fourth Quarter – Blue

STEP FOUR: Repeat for all High School students

STEP FIVE: Print and send to your advisor. The process is the same but the resulting file will be much larger

Due by 9/15

GRADE RECORD

This is where you will record grades for quarterly reviews

- The student's name, classes, honors/college designations, and credits will come from the weighting tab
- In each quarter's grade records, only the categories you supplied weights for will show as yellow.
- Please type only in the yellow cells, providing the percentage earned for each category
- For example, if the student took 5 quizzes in Algebra I, earning 95, 85, 89, 79, and 100, you would calculate as follows and place that averaged number into the Quizzes block in the first quarter

$$\frac{95 + 85 + 89 + 79 + 100}{5} = 89.6$$

- As you type in the numbers (do not add a %), the grade will begin to calculate. Don't be alarmed when it says "F" until you add all the scores
- Also, the YTD GPA is based upon the credits, so until all grades are entered, it will not be accurate
- Finally, the quarter you selected on the Record Keeping – DO THIS FIRST tab also factors into the calculation so be sure this is accurate when you are working

	using the optional		Yes	☒	Yes				ENTER YOUR GRADES HERE!								
	quarter (summer)?		No	☐	No												
									1ST QUARTER - FALL								
		CREDITS	DATE	FALL						Daily Work	Homework	Quizzes	Tests	Essays/ Papers	Projects	Labs	Other
			GRADE	GPA	1ST QTR	GPA			GRADE FOR								
		1.0	A	4.00	A	4.00			Algebra I	95.00		89.60	90.00				
e Arts**		1.0							Language Arts**								
nce		1.0							Life Science								
		1.0							Coding*								
		0.5							PE								
aphy		0.5							Photography								
dy		1.0							Bible Study								
ry		1.0							US History								

This illustration only shows the first quarter. The other quarters are spread out to the right

SEND YOUR GRADE RECORD

- After all grades are entered, go to the SUMMARY – GRADE REPORTS tab
- Verify all students are there. If not, contact tech@fbclpem.org
- Follow the instructions in "All Levels Fill Out" above to set your print area to include all grades, and print to PDF
- **Email your advisor a copy of this report each quarter prior to your review**