

Trait Tracker™

User's Guide



Welcome to Trait Tracker, Scholastic's electronic record-keeping and reporting system for teachers of writing. This groundbreaking tool allows you to score your students' work according to some or all of the traits of writing—Ideas, Organization, Voice, Word Choice, Sentence Fluency, Conventions, and Presentation—and, from there, generate an assortment of useful reports, quickly and easily. It helps you target instruction by revealing the strengths and weaknesses of individual students and the whole class. It puts assessment-based instruction within your reach. It allows you to put real data in the hands of family members and administrators. Most of all, it enables you to bring out the best in your students by guiding them in areas where they need help the most. Let's get started!

Hardware and Software Requirements

Operating System: Macintosh OS X 10.5 thru Macintosh OS X 10.6.8; Windows XP SP3, Windows Vista Professional, Windows 7 Professional

Memory: 512 MB to 1 GB of RAM, based on OS version

CPU: Intel dual-core or later (PPC Macs not supported)

Screen: 1024 X 768 resolution or higher

Plug-ins: Adobe Reader or Adobe Acrobat 7 or later

Run-time environment: AIR 2.6 runtime or later for Mac OS X 10.5 users

Getting Up and Running

Log In

Use this screen to launch Trait Tracker. Type in your password and click **Log In** to access your Class List, Assignment Lists, and Reports.

Registration

1. If you are not yet registered, click **Register Now** and enter your first and last names to create your user name, which will appear at the top of each screen.
2. Enter a password of at least five characters and confirm it by retyping it into the text field.
3. Select a security question and type an answer of no more than 30 characters into the text field.
4. Choose whether you will be assessing your students' work using 5-point or 6-point scoring guide. The system defaults to a 6-point scoring guide if you make no choice. **NOTE:** this move cannot be “undone,” so if you accidentally choose the wrong scoring guide, you'll need to delete the registration files from the Application Data folder (PC) or the Preferences folder (Mac), reregister, and re-enter all information on classes, students, and assignments.
5. Read the Terms of Use, check the box saying you've done so, and click **Save**. All information is required. You will receive an error message if information is missing when you click **Save**.
6. Click **Cancel** to return to the Log In screen without saving information.

Trait Tracker™ A RECORD-KEEPING AND REPORTING SYSTEM FOR THE WRITING CLASSROOM

Log In

Name: Ray Costa

Password: ***** [Forgot your password?](#)

Log In

[Not yet registered?](#)

Register Now

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Trait Tracker™ A RECORD-KEEPING AND REPORTING SYSTEM

Register New User

All information is required.
Your password must be at least 5 characters.
Your password and security question answer are case-sensitive.

First Name: Martha

Last Name: Tyson

Password: *****

Confirm Password: *****

Security Question: Where were you born?
Answer: Waltham, MA

I will be scoring my students' work on a:
 6-point scale
 5-point scale

I have read and agree to the [Terms of Use](#).

Cancel **Save**

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Password Reminder

Click “**Forgot your password?**” Read the security question that you chose at registration and answer it in the text field. Remember, the answer is case-sensitive.

1. Click **Display Password** to reveal your password.
2. Click **Done** to return to the Log In screen. To begin using the program, type in your password and click **Log In**. Keep in mind, the system does not “remember” passwords. So if you forget your password again, repeat these three steps.



The screenshot shows the Trait Tracker interface with a 'Password Reminder' dialog box open. The dialog box contains the following text and fields:

Trait Tracker™ A RECORD-KEEPING AND REPORTING SYSTEM FOR THE WRITING CLASSROOM

Password Reminder

Type the answer to the security question in the text field and then click Display Password. (The answer is case-sensitive.)

When you're finished, click Done.

Security Question: Where were you born?

Answer:

Password: birdcage

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Reporting Progress Using a 4-Point Scoring Guide

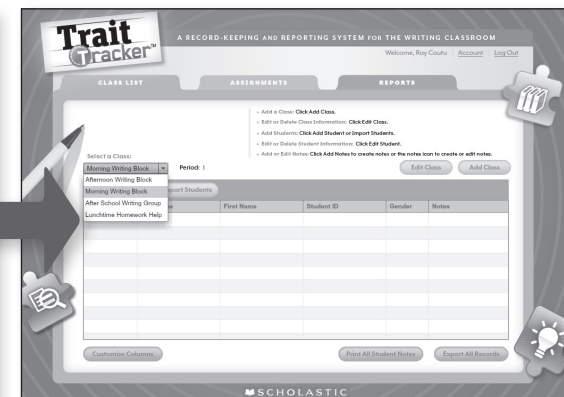
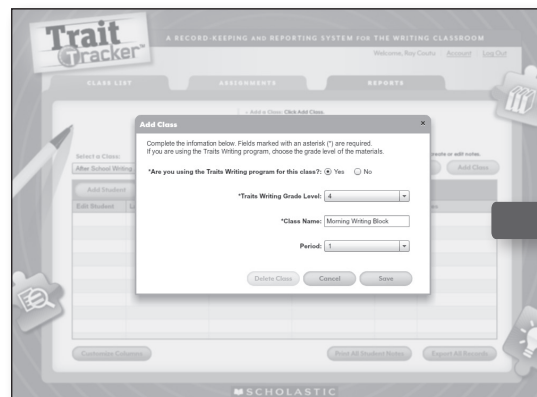
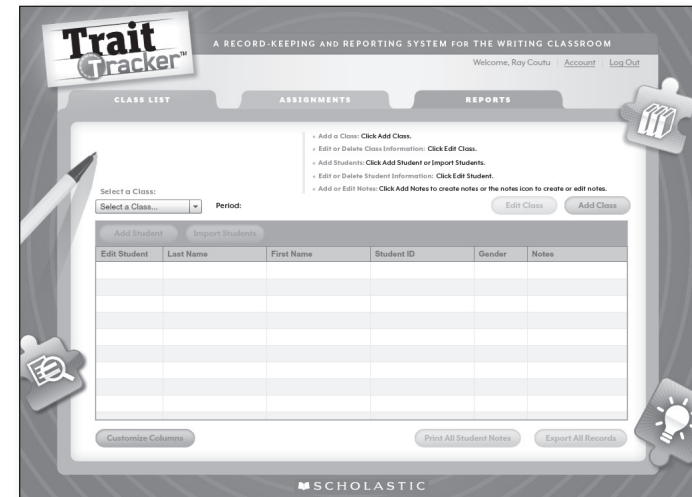
Tip: 4-point scoring guides are usually used for large-scale assessment, for ranking and sorting students. They are rarely used for classroom assessment. The 5- and 6-point scoring guides work best for classroom assessment because they are more detailed and, as such, give you solid information to share with students about how they are doing. Our scoring guides are designed for evaluation and communication. If you are required to report progress using a 4-point scoring guide, though, we suggest using a 6-point guide and removing the 6 and the 1 levels. From there, redistribute the numbers so that 2 becomes the new 1, 3 becomes the new 2, 4 becomes the new 3, and 5 becomes the new 4.

Creating and Managing Classes

Once you've logged in, you arrive first at the Class List screen, the space in which you input and edit information about whole classes and individual students.

Adding a Class

1. To add a class, click **Add Class** and fill in the information in the screen that appears, starting with whether or not you are using Scholastic's Traits Writing program.
2. If you are using Traits Writing, choose Yes and the grade level of your edition. This will automatically load a list of nine assignments from the program into the Assignments screen.
3. If you are not using Traits Writing™, choose No and the grade level of your class.
4. Enter a name for the class in the Class Name field and the period you teach it in the Period field. All information is required with the exception of period.
5. Click **Save** to save information and return to the Class List screen, which should contain the class name you entered in the class dropdown menu, along with its period next to the dropdown menu. You will receive an error message if information is missing when you click Save.
6. Click **Cancel** to return to the Class List screen without saving the information.



Editing Class Information

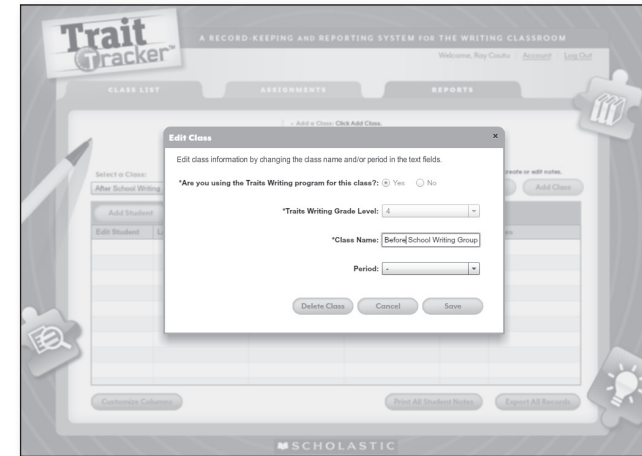
- To edit class information, select the class from the dropdown menu and click **Edit Class**. In the popup screen that appears, change the class name, period, or both.
- Click **Save** to save your changes and return to the Class List screen, which should contain the new information in and next to the class dropdown menu.
- Click **Cancel** to return to the Class List screen without saving your changes.

Deleting a Class

- To remove a class and its associated information, select the class from the dropdown menu and click **Edit Class**. In the popup screen that appears, click **Delete Class**.
- Click **OK** to return to the Class List screen, which should no longer contain the class you selected. **NOTE:** assignments and scores for a deleted class will be completely purged and no longer accessible, and this move cannot be “undone.” So if you accidentally remove a class, you’ll need to go back into Add Class and re-enter the class information.
- Click **Cancel** to return to the Class List screen without deleting the class.

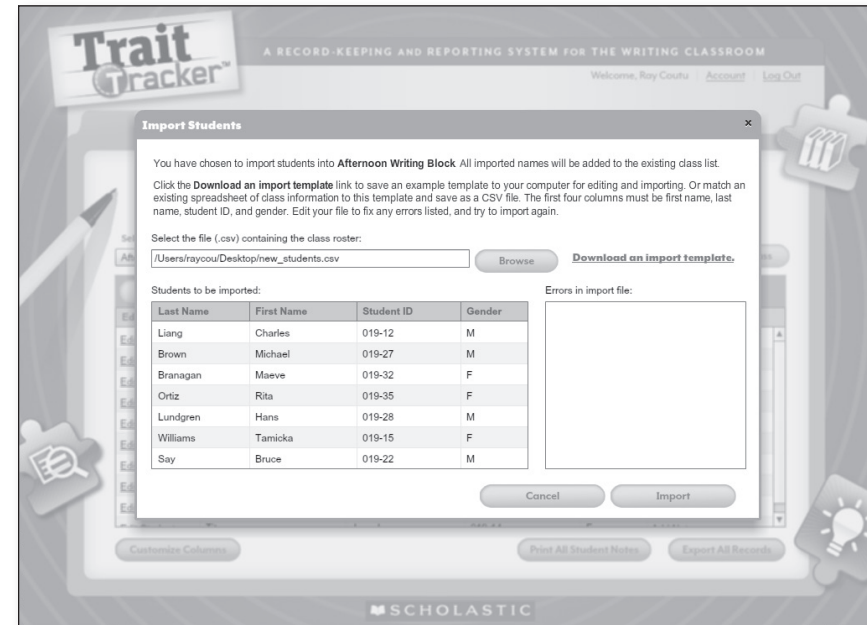
Adding Students

- To add a student to a class list, select a class from the dropdown menu, click **Add Student**, and enter the students’ first and last names, ID, and gender in the screen that appears. The students’ first and last names are required; his or her ID and gender are not.
- Click **Save** to save information and return to the Class List screen, which should contain the student information you entered. You will receive an error message if information is missing when you click **Save**. Repeat these two steps to add more students.
- Click **Cancel** to return to the Class List screen without saving the information.



Importing a Class Roster

1. To import a class roster in .csv format, select a class from the dropdown menu and click **Import Students**.
2. In the Import Student screen that appears, click the “Download an import template” link to save a partially complete sample template to your computer. Review the template and then replace its information with your own, organizing it in the following order: first name, last name, student ID, gender. Then save the information in .csv format onto your computer. You can also use this template to create another file with an existing class roster.
3. Click **Browse** to bring up an “Open” dialog box from which you can navigate to a file on your computer.
4. Once you select a file, student information that will be added to the class list will appear in the table on the left. Any errors in the import file will appear in the field on the right. Errors can be fixed by editing the .csv file on your computer. Some errors may be fixed by clicking **Edit Student**, after you import student information into the class list.
5. Click **Import** to import student information and return to the Class List screen. Edit individual entries as necessary.
6. Click **Cancel** to return to the Class List screen without importing the information.



Importing Students From a .csv File

When importing a class roster, it's important to keep in mind that the file needs to be in .csv format and have at least four columns that match the columns in the Trait Tracker's Class List (first name, last name, student ID, and gender). You can ask the program to “ignore” information in a particular row of the file by adding “##” at the beginning of the line in which that information appears.

Customizing Columns

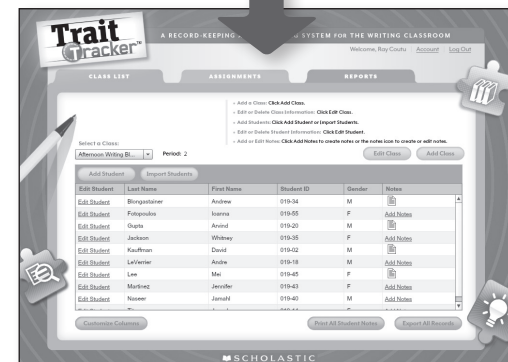
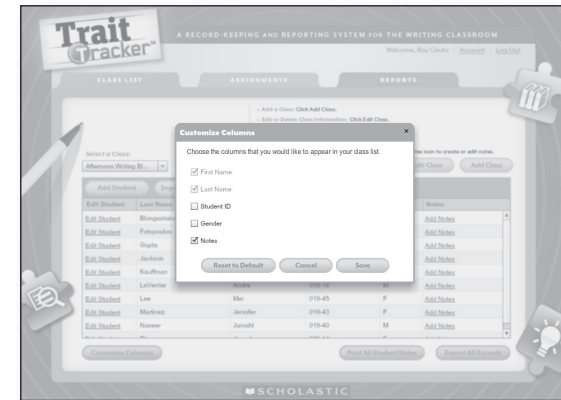
1. Click **Customize Columns** to choose the student information you would like to view on the Class List screen. Options include Student ID, Gender, and Notes. First Name and Last Name are required. Once you've made your choices and clicked **Save**, they will be applied to all classes you've created. Click **Reset to Default** to choose all options.
2. Click **Cancel** to return to the Class List screen without saving the changes.

Keeping Notes About Individual Students

1. To write notes about individual students, click **Add Notes** in the last column of the Class List screen and write your note in the text field that appears.
2. When you're finished, click **Save** to save your note and return to the Class List screen. Notice that the **Add Notes** link for the student has changed to a notes icon, indicating that you have written a note. Click that icon to edit or augment the note.
3. Click **Cancel** to return to the Class List screen without saving any edits that you made to the notes text field.
4. To delete a note, click the notes icon to call up the note and click **Clear** and **Save** to return to the Class List screen. The **Add Notes** link will return to the Notes column, replacing the notes icon.
5. Click **Cancel** to return to the Class List Screen without deleting the note.
6. To print out notes, click **Print All Student Notes**.

Exporting Class and Assignment Information

Click **Export All Records** to export class and assignment information in .csv format.

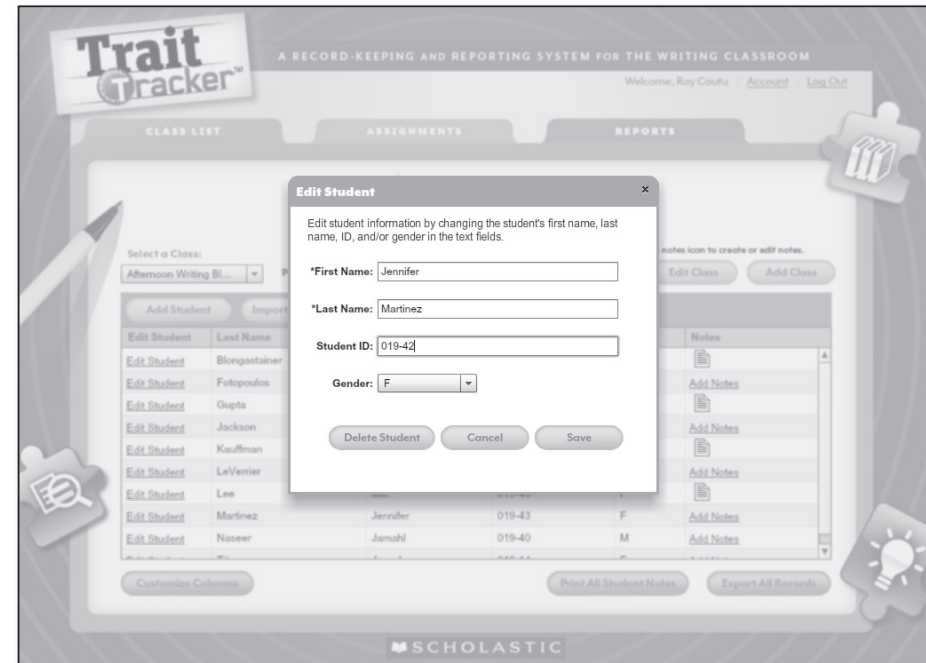


Editing Student Information

1. To edit information about individual students, click **Edit Student** in the first column of the Class List screen. In the popup screen that appears, change the student's first and/or last name. You can also change or delete his or her ID and/or gender.
2. Click **Save** to save your changes and return to the Class List screen, which should contain the new information.
3. Click **Cancel** to return to the Class List screen without saving your changes.

Deleting a Student

1. To remove a student and his or her associated information from a class list, click the Edit Student link for that student.
2. In the popup screen that appears, click **Delete Student**. Then click **OK** to return to the Class List screen, which should no longer contain the student you selected. **NOTE:** this move cannot be "undone," so if you accidentally remove a student, you will need to go back into Add Student and re-enter his or her information.
3. Click **Cancel** to return to the Class List screen without deleting the student.

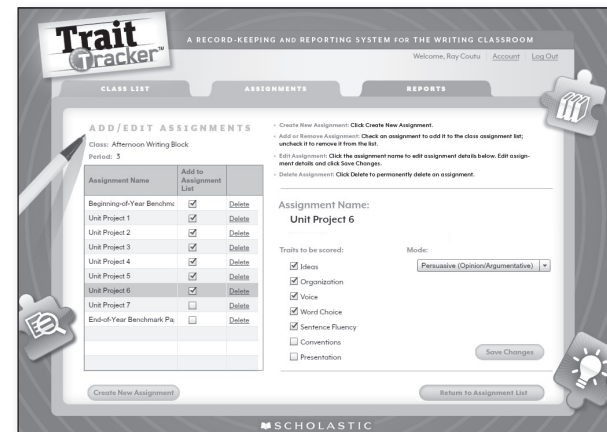
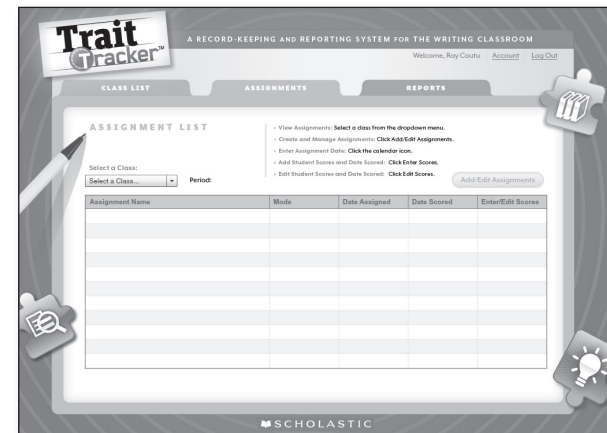


Creating, Managing, and Scoring Assignments

Once you've entered class and student information, click the yellow Assignments tab to go to the Assignment List screen, the space in which you input and edit information about the work you assign students and score that work using your own trait scoring guides.

Creating an Assignment List: Users of Scholastic's Traits Writing Program

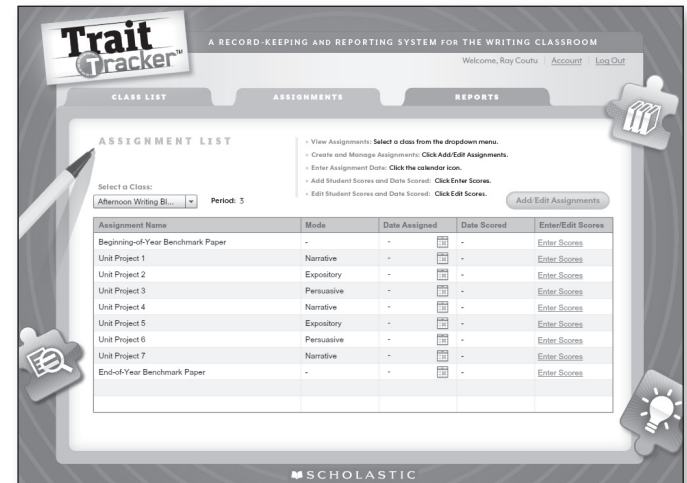
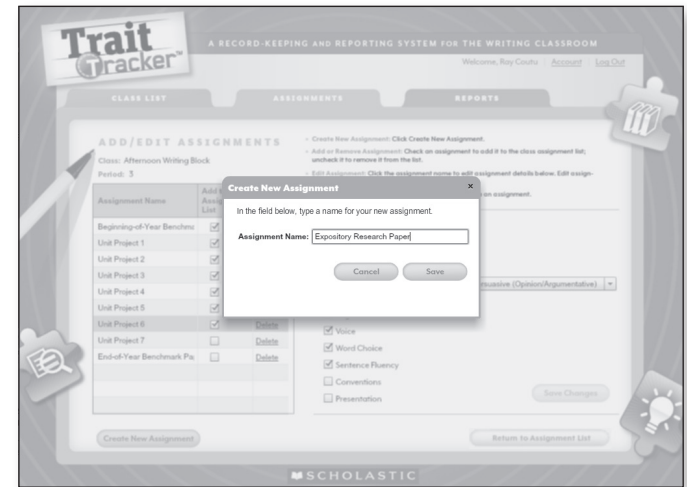
- To create an assignment list for a particular class, choose that class from the dropdown menu on the Assignment List screen. Since you indicated earlier that you are using Traits Writing for the class, a list of nine preloaded assignments from the program will appear. These assignments represent projects recommended in Traits Writing—specifically a beginning-of-year benchmark paper, an end-of-year benchmark paper, and seven unit projects in between. To edit or add to this list, click **Add/Edit Assignments**.
- On the Add/Edit Assignments screen, the same preloaded assignments appear in the box to the left.
- Highlight an assignment and choose the mode (narrative, expository, or persuasive) in which it will be written from the dropdown menu to the right. You also have the option of choosing “no mode” by selecting the dash.
- Uncheck the boxes for traits you don't want to score. If you keep all boxes checked, the system assumes you want to score the assignment for all traits.
- Click **Save Changes**.



6. To add your own assignment to the class assignment list, click **Create New Assignment**. In the popup screen that appears, enter the name of the new assignment and click **Save**. The new assignment will appear in the assignment list on the Add/Edit Assignments screen.
7. Click **Cancel** to return to the Add/Edit Assignments screen without saving the new assignment.
8. Choose the mode in which it will be written (or choose the dash to indicate “no mode”) and the traits for which it will be scored, and click **Save Changes**.
9. New assignments are automatically added to the Assignment List screen. You can remove them from the list by unchecking the appropriate boxes under “Add to Assignment List” on the Add/Edit Assignments screen. The assignment will remain in the list on the Add/Edit Assignments screen but will not appear on the Assignment List screen.
10. Click **Return to Assignment List** to return to the Assignment List screen, which should contain the assignments checked off under “Add to Assignment List” on the Add/Edit Assignments screen.

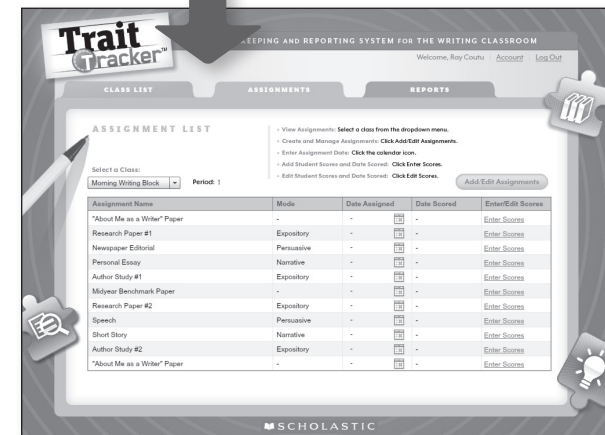
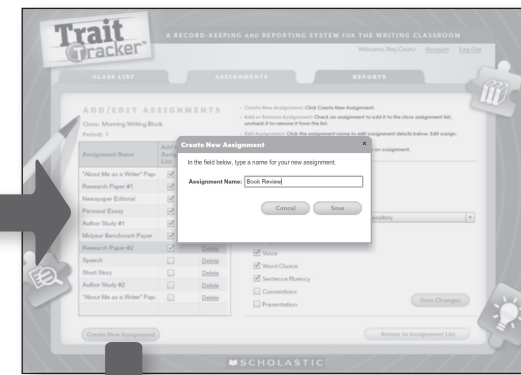
Choosing Preloaded Assignments in Add/Edit Assignments

Tip: If you indicated that you are a Traits Writing user when you registered, a list of nine assignments from the Traits Writing program will automatically appear on the Add/Edit Assignments screen. If you do not want an assignment to appear on the Assignment List screen, you must uncheck the box under “Add to Assignment List.”



Creating an Assignment List: Nonusers of Scholastic's Traits Writing Program

- To create an assignment list for a particular class, choose that class from the dropdown menu on the Assignment List screen and click **Add/Edit Assignments**.
- On the Add/Edit Assignments screen, click **Create New Assignment** to create an assignment for the class assignment list. In the popup screen that appears, enter the name of the new assignment, and click **Save**. The new assignment will appear in the assignment list on the Add/Edit Assignments screen.
- Click **Cancel** to return to the Add/Edit Assignments screen without saving the new assignment.
- Choose the mode (narrative, expository, or persuasive) in which it will be written from the dropdown menu to the right. You also have the option of choosing "no mode" by selecting the dash.
- Uncheck the boxes for traits you don't want to score. If you keep all boxes checked, the system assumes you want to score the assignment for all traits.
- Click **Save Changes**. New assignments are automatically added to the Assignment List. You can remove them from the list by unchecking the appropriate boxes under "Add to Assignment List" on the Add/Edit Assignments screen. The assignment will remain in the list on the Add/Edit Assignments screen but will not appear on the Assignment List screen.
- Click **Return to Assignment List** to return to the Assignment List screen, which should contain the assignments checked off under "Add to Assignment List" on the Add/Edit Assignments screen.



Editing Assignments

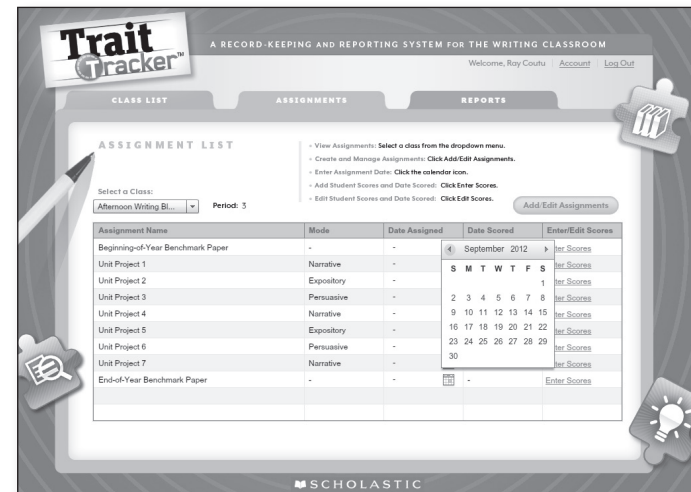
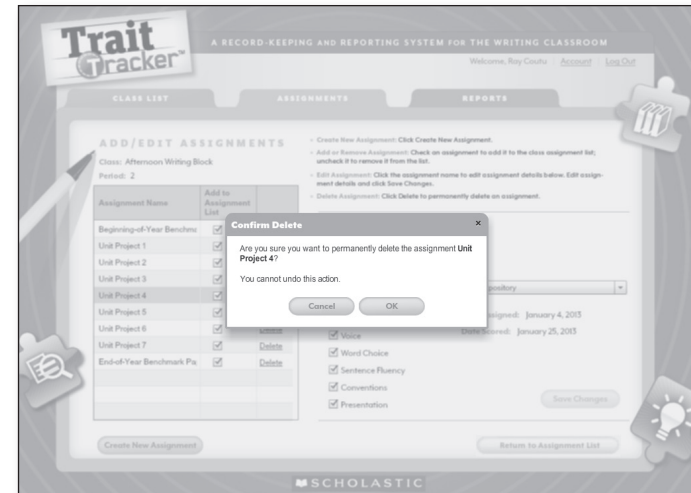
1. On the Assignment List screen, select a class from the dropdown menu. Click **Add/Edit Assignments** and highlight the assignment you want to edit. Change the mode in which the assignment will be written and the traits for which it will be scored. Change the name of self-created assignments by clicking the **Edit Name** link. You can also uncheck the assignment if you no longer want it in the class assignment list.
2. Click **Save Changes** and then click **Return to Assignment List** to return to the Assignment List screen.

Deleting Assignments

1. On the Assignment List screen, select a class from the dropdown menu. Click **Add/Edit Assignments** and then click **Delete** to the right of the assignment you want to remove.
2. In the popup screen that appears, click **OK** to delete the assignment. **NOTE:** assignment information and scores will be completely purged and no longer accessible, and this move cannot be “undone.” So if you accidentally remove an assignment, you’ll need to go back into Add/Edit Assignments and re-enter the assignment information and then rescore those assignments.
3. Click **Cancel** to retain the assignment and return to the Add/Edit Assignments screen.

Entering “Date Assigned”

On the Assignment List screen, click the calendar icon to choose the date you gave or will give the assignment. The chosen date will automatically appear in the Date Assigned column and on the Add/Edit Assignments screen. You can change the date by clicking the calendar icon again. The Assignment List is sorted automatically by Date Assigned, with the most recently assigned project at the top.



Scoring Student Work

To enter students' scores on a particular assignment, choose a class from the dropdown menu on the Assignment List screen. Click "Enter Scores" in the last column of the assignment you want to score. The Score Assignments screen will appear, which contains a list of student names.

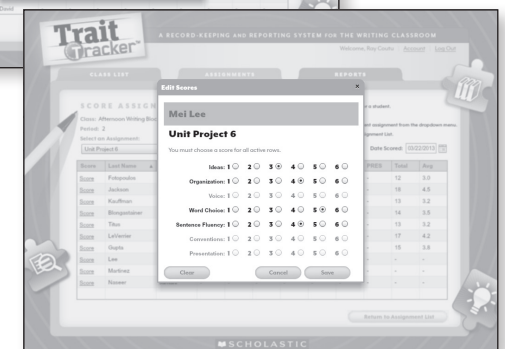
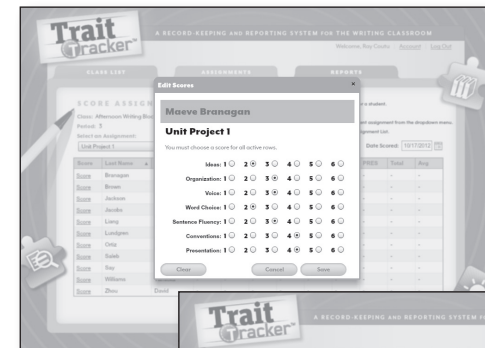
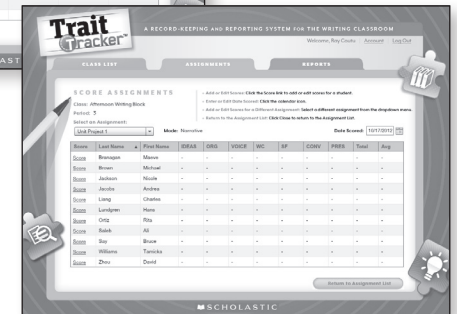
- For each student on the list, click **Score** in the first column. A scoring popup screen will appear that contains the student's name, the chosen assignment, and a list of traits followed by five or six buttons, depending on the type of scoring guide you chose at registration (i.e. a 5-point or a 6-point). Keep in mind, only traits that you checked on the Add/Edit Assignments screen will be active.

If you need to change the assignment settings, do so by returning to the Assignments List screen and clicking **Add/Edit Assignments**. Then click the assignment name in the list and edit its details. For example, you can check traits that you want to score and uncheck the traits that you don't. When you are done, click **Save Changes** and return to the Score Assignments screen.

- Score the student's paper for each active trait, using the scoring guide you chose at registration. When you're finished, click **Save** to return to the Score Assignments screen, which should show the newly entered information for the student: the score for each trait, the total score, and the average. Averages are rounded to one decimal point. For example, the average 3.771382 will be rounded up to 3.8, and the average 4.41942 will be rounded down to 4.4.

When you arrive at the Score Assignments screen, the scoring date is automatically assigned as the current date. That date will appear on the Assignment List screen and Add/Edit Assignments screen when you save scores. You can change the date by clicking the calendar icon next to the "Date Scored" field.

- Click **Clear** to clear all scores from the scoring popup screen.
- Click **Cancel** to return to the Score Assignments screen without saving scores.



Important Note for Users of Traits Writing for Kindergarten

Traits Writing's scoring guides for grades 1 to 8 are organized around six increasing levels of proficiency. However, the guides for kindergarten, or "Beginning Writers Continua," are organized around three levels: Established, Expanding, and Emergent. (See the Traits Writing Teaching Guide, pp. 336–342.)

To generate accurate, reliable reports from Trait Tracker—and prepare yourself and your students for the grade 1 scoring guide—choose "6-point scoring guide" at registration. When scoring your students' work using Traits Writing's 3-point Beginning Writers Continua, redistribute the numbers by checking "5" for a "3" (Established), "3" for a "2" (Expanding), and "1" for a "1" (Emergent) in the Trait Tracker scoring popup screen.

Editing Students' Scores

1. Once you've scored an assignment, notice that the red **Enter Scores** link on the Assignment List screen has changed to a blue **Edit Scores** link. To edit a student's scores, click **Edit Scores** to go to the Score Assignments screen, which contains a list of student names.
2. From there, click **Score** for the student whose scores you want to change. In the scoring popup screen that appears, change the scores and click **Save** to return to the Score Assignments screen.
3. Click **Clear** to clear all scores for the student and enter a new set.
4. Click **Cancel** to return to the Score Assignments screen without saving changes to scores.

Backing Up Data

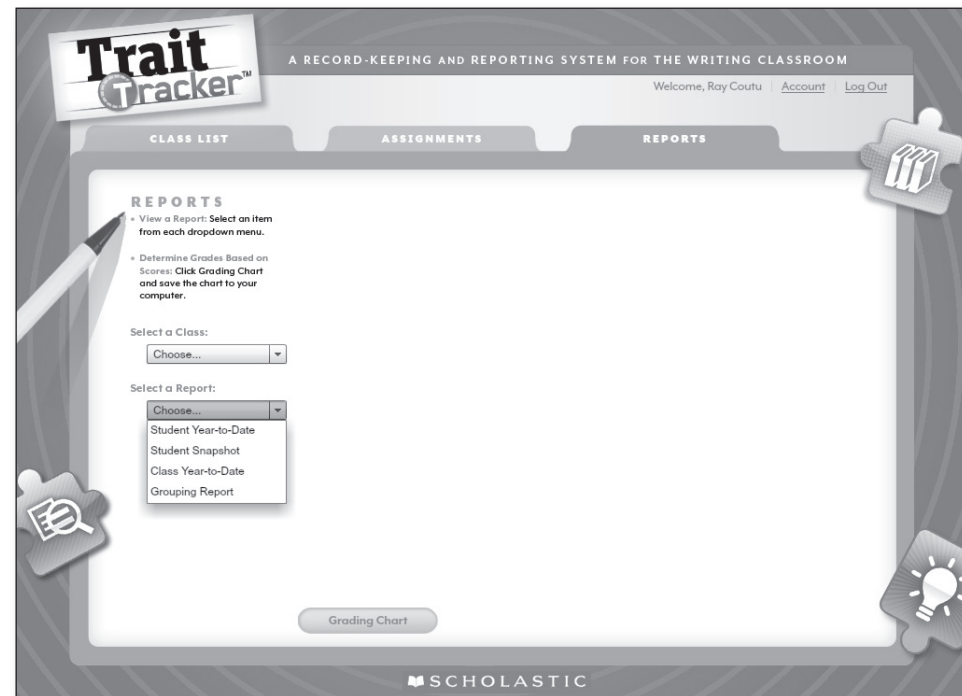
Tip: There are a couple of ways that you can back up or save student, assignment, and score data:

1. Regularly **Export All Records** to download a .csv file containing the current student, assignment, and score data for a chosen class. Here's how:
 - On the Class List screen, select a class from the dropdown menu.
 - Click **Export All Records** to create a .csv file containing the data.
 - Choose a location to save the file. A backup location separate from your computer is also recommended.
 - If the data on your computer is lost, manually re-enter the data from this file.
2. Have your IT administrator back up copies of the database files. If the data on your computer is lost, your administrator can re-install the Trait Tracker and place the files in the appropriate location. All data should reappear in the application.

Generating Reports

Once you've entered and scored assignments, click the green Reports tab to go to the Reports screen, the space in which you generate a variety of printable reports to inform your thinking about instruction and to let family members and administrators know about your students' progress.

- Student Year-to-Date
- Student Snapshot
- Class Year-to-Date
- Grouping Report



Student Year-to-Date Report

This report presents scores individual students earn on writing assignments over time. It enables you to see at a glance the traits the student is mastering and/or those that are challenging him or her. To generate this report:

1. Choose the student's class from the Select a Class dropdown menu.
2. Choose "Student-Year-to-Date" from the Select a Report dropdown menu.
3. Choose the student's name from the Select a Student dropdown menu.

The header displays the report's name and student's name prominently.

Individual columns are sortable by high-to-low or low-to-high score by clicking the column header, which enables you to see at a glance how the student performed in a particular trait and in all traits.

Column 1 displays a list of assignments—specifically, assignments that appear in the assignments list for the class, in order of date scored.

Column 2 displays the date you scored each assignment.

Columns 3 to 9 display the student's individual scores for traits you chose for each assignment.

Column 10 displays the total of individual trait scores for each assignment.

Column 11 displays the average trait score for each assignment.

TRAIT TRACKER™
A RECORD-KEEPING AND REPORTING SYSTEM FOR THE WRITING CLASSROOM

Welcome, Ray Coutu | Account | Log Out

CLASS LIST | ASSIGNMENTS | REPORTS

REPORTS

Student Year-to-Date Report : Martinez, Jennifer

View a Report: Select an item from each dropdown menu.
Determine Grades Based on Scores: Click Grading Chart and save the chart to your computer.

Select a Class:

Select a Report:

Select a Student:

Assignment	Scored	IDEAS	ORG	VOICE	WC	SF	CONV	PRES	Total	Avg
Beginning-of-Year Benchmark	9/12	3	4	4	5	4	4	3	27	3.9
Unit Project 1	10/26	4	5	4	4	4	5	5	31	4.4
Unit Project 2	11/23	5	-	5	-	5	-	6	21	5.2
Unit Project 3	12/21	5	6	6	5	6	5	5	38	5.4
Unit Project 4	1/25	6	6	5	6	5	6	6	40	5.7
Unit Project 5	2/22	-	4	-	5	5	6	6	26	5.2
Unit Project 6	3/22	5	6	-	6	6	-	-	23	5.8
Unit Project 7	-	-	-	-	-	-	-	-	-	-
End-of-Year Benchmark	-	-	-	-	-	-	-	-	-	-
Student Averages		4.7	5.2	4.8	5.2	5.0	5.2	5.2		5.0
Class Averages		3.7	4.1	3.8	4.0	4.2	4.1	4.1		4.0

Grading Chart | Print

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4. Click **Grading Chart** to save to your computer a chart that allows you to match trait scores to corresponding grades.
5. Click **Print** to print out a copy of the report.

The student's average for each column appears at the bottom of the report. Beneath those averages, the class average for each column appears so that you can easily compare how the student is doing in relation to his or her classmates in a particular trait and in all traits.

Student Snapshot Report

This report allows you to compare an individual student's scores and averages on two assignments of your choice. It also shows the student's cumulative averages on all assignments scored to date and points out the trait(s) in which the student is strongest and needs practice. This report is especially useful for sharing information with family members and administrators.

To generate this report:

1. Choose the student's class from the Select a Class dropdown menu.
2. Choose "Student Snapshot" from the Select a Report dropdown menu.
3. Choose the student's name from the Select a Student dropdown menu.
4. Choose the two assignments you want to compare from the "Select the two assignment to compare" dropdown menus.

Section 1 displays the report's name and student's name prominently.

Section 4 displays definitions of those traits to help report recipients understand what the student can do well—and what he or she may not be doing well.

Trait Tracker
A RECORD-KEEPING AND REPORTING SYSTEM FOR THE WRITING CLASSROOM

Welcome, Roy Coutu Account Log Out

CLASS LIST **ASSIGNMENTS** **REPORTS**

REPORTS
View a Report Select an item from each dropdown menu.
Determine Grades Based on Scores. Click Grading Chart and save the chart to your computer.

Select a Class: Afternoon Writing

Select a Report: Student Snapshot

Select a Student: Kauffman, David

Select the two assignments that you want to compare: Beginning-of-Year Benchmark Paper, Unit Project 6

Student Snapshot: Kauffman, David

This report compares the student's performance on two writing assignments, based on his or her individual and averaged trait scores (Ideas, Organization, Voice, Word Choice, Sentence Fluency, Conventions, and Presentations). It also shows the student's cumulative averages on all assignments to date, as well as the traits in which the student is strongest and needs practice.

Assignment	IDEAS	ORG	VOICE	WC	SP	CONV	PRES	Avg
Beginning-of-Year Benchmark Paper	3	1	1	2	2	3	3	2.1
Unit Project 6	5	5	4	4	5	3	5	4.4
Cumulative Averages	3.7	3.3	3.2	3.5	3.3	2.7	3.0	3.2

The student is strongest in: Ideas (3.7)
The student needs practice in: Conventions (2.7)

Trait Definitions
Ideas: the piece's content—its central message and details that support that message
Conventions: the mechanical correctness of the piece. Correct use of conventions guides the reader through the text and makes it easy to follow.

Grading Chart Export to PDF Print

SCHOLASTIC

Section 2 displays the individual trait scores and the average trait scores for both assignments. It also provides the student's averages across all scored assignments to give you a sense of how the student is progressing in a particular trait and all traits.

Section 3 displays the traits in which the student is strongest and weakest, based on cumulative averages of individual trait scores.

5. Click **Grading Chart** to match trait scores to corresponding grades.
6. Click **Export to PDF** to create a PDF and save it to a desired location for emailing to family members and administrators.
7. Click **Print** to print out a copy of the report.

Choosing Assignments to Compare

Tip: The Student Snapshot allows you to compare any two assignments that you have added to Trait Tracker. To determine a student's long-term progress, choose the first assignment you gave at the start of the year (perhaps a Benchmark Paper) and the most recent assignment. To determine a student's short-term progress, choose the two most recent assignments you gave.

Creating Electronic Versions of Reports

Tip: You can create an electronic version of a Student Snapshot report by clicking Export to PDF. To create an electronic version of a Student Year-to-Date report, Class Year-to-Date report, or Grouping Report, take a screenshot of the finished report or print it to PDF.

Converting Trait Scores to Letter Grades

Tip: Knowing how to convert a trait score to a grade is trickier than it seems. It's not as simple as dividing the total points a paper earns by the total points possible, deriving a percentage, and determining a letter grade based on that percentage.

Letter grades are not equally distributed from 1 to 100. They usually break down this way: 90–100 = A, 80–89 = B, 70–79 = C, 60–69 = D, 59 and below = F. Consider this example: On a six-point scoring guide, a score of 3 is average, or a C. But if you convert a 3 to a percentage by dividing it by 6 you wind up with 50 percent, or an F.

A simple way to handle grading is to use the chart that appears when you click Grading Chart on the Reports screen, created by Michael Lippold of Smartacus, Inc. This chart enables you to arrive at a grade for a paper quickly and easily by pinpointing a percentage based on the number of traits scored and the total number of points earned.

Grading Chart

Grade	Point Total	Number of Traits Scored						
		7	6	5	4	3	2	1
	1							60.00%
	2						60.00%	68.00%
	3					60.00%	64.00%	76.00%
	4				60.00%	62.67%	68.00%	84.00%
	5			60.00%	62.00%	65.33%	72.00%	92.00%
	6		60.00%	61.60%	64.00%	68.00%	76.00%	100.00%
	7	60.00%	61.33%	63.20%	66.00%	70.67%	80.00%	
	8	61.14%	62.67%	64.80%	68.00%	73.33%	84.00%	
	9	62.29%	64.00%	66.40%	70.00%	76.00%	88.00%	
F	10	63.43%	65.33%	68.00%	72.00%	78.67%	92.00%	
	11	64.57%	66.67%	69.60%	74.00%	81.33%	96.00%	
	12	65.71%	68.00%	71.20%	76.00%	84.00%	100.00%	
	13	66.86%	69.33%	72.80%	78.00%	86.67%		
	14	68.00%	70.67%	74.40%	80.00%	89.33%		
	15	69.14%	72.00%	76.00%	82.00%	92.00%		
	16	70.29%	73.33%	77.60%	84.00%	94.67%		
D	17	71.43%	74.67%	79.20%	86.00%	97.33%		
	18	72.57%	76.00%	80.80%	88.00%	100.00%		
	19	73.71%	77.33%	82.40%	90.00%			
	20	74.86%	78.67%	84.00%	92.00%			
	21	76.00%	80.00%	85.60%	94.00%			
	22	77.14%	81.33%	87.20%	96.00%			
	23	78.29%	82.67%	88.80%	98.00%			
C	24	79.43%	84.00%	90.40%	100.00%			
	25	80.57%	85.33%	92.00%				
	26	81.71%	86.67%	93.60%				
	27	82.86%	88.00%	95.20%				
	28	84.00%	89.33%	96.80%				
	29	85.14%	90.67%	98.40%				
	30	86.29%	92.00%	100.00%				
B	31	87.43%	93.33%					
	32	88.57%	94.67%					
	33	89.71%	96.00%					
	34	90.86%	97.33%					
	35	92.00%	98.67%					
	36	93.14%	100.00%					
	37	94.29%						
A	38	95.43%						
	39	96.57%						
	40	97.71%						
	41	98.86%						
A+	42	100.00%						

Class Year-to-Date Report

This report presents scores of all students in a class, across all assignments completed to date. It gives you a global view of the extent to which the whole class is mastering particular traits and all traits so that you can plan follow-up instruction more effectively.

To generate this report:

1. Choose a class from the Select a Class dropdown menu.
2. Choose "Class-Year-to-Date" from the Select a Report dropdown menu.

Column 1 displays a list of assignments—specifically, assignments that appear in the Assignments List for the class, in order of date scored.

Column 2 displays the date you scored each assignment.

The header displays the report's name and class's name prominently.

The average for each column appears at the bottom of the report to give you a more general sense of how the class is handling specific traits and all traits.

Assignment	Scored	IDEAS	ORG	VOICE	WC	SF	CONV	PRES	Total	Avg
Beginning-of-Year Ber	9/12	3.1	3.8	3.5	3.2	3.4	3.3	2.9	23.2	3.3
Unit Project 1	10/26	2.9	3.4	3.4	3.3	3.4	3.3	3.0	22.7	3.2
Unit Project 2	11/23	3.6	-	3.6	-	3.9	-	4.0	15.1	3.8
Unit Project 3	12/21	3.6	3.9	3.9	3.5	3.9	4.1	4.1	27.0	3.9
Unit Project 4	1/25	4.2	4.4	4.4	4.4	4.7	4.6	4.9	31.6	4.5
Unit Project 5	2/22	-	4.1	-	4.6	4.4	4.7	5.0	22.8	4.6
Unit Project 6	3/22	4.8	5.1	4.6	5.1	5.4	4.6	5.2	34.8	5.0
Class Averages		3.7	4.1	3.9	4.0	4.2	4.1	4.2		4.0

Columns 3 to 9 display the averaged scores for traits you chose for each assignment.

Column 10 displays the total of averaged individual trait scores for each assignment.

Column 11 displays the average trait score for each assignment.

Individual columns are sortable by high-to-low or low-to-high score by clicking the column header, which enables you to see at a glance how students performed in a particular trait and in all traits.

3. Click **Grading Chart** to match trait scores to corresponding grades.
4. Click **Print** to print out a copy of the report.

Grouping Report

This report shows scores of all students on a single assignment and groups those students by color, according to those who performed “high,” “middle,” and “low.”

To generate this report:

1. Choose a class from the Select a Class dropdown menu.
2. Choose “Grouping Report” from the Select a Report dropdown menu.
3. Choose an assignment from the Select an Assignment dropdown menu.

Each row lists a student and his or her performance in the chosen trait(s) for the chosen assignment, as well as the average for the assignment.

Student names are grouped by color based on the students’ performance, according to the following point distributions. (Default grouping is by average score, or how students performed in all traits.)

4. Click **Grading Chart** to match trait scores to corresponding grades.
5. Click **Print** to print out a copy of the report.

The header displays the report’s name and assignment’s name prominently.

Last Name	First Name	IDEAS	ORG	VOICE	WC	SF	CONV	PRES	Avg
LeVertier	Andre	4	4	5	5	5	4	5	4.6
Naseer	Jamahl	3	4	4	6	5	6	3	4.4
Martinez	Jennifer	4	5	4	4	4	5	5	4.4
Blongastiner	Andrew	3	3	3	4	5	4	3	3.6
Jackson	Whitney	3	3	4	3	3	4	4	3.4
Jefferson	Angela	3	4	3	3	4	4	3	3.4
Fitzgerald	Grace	2	3	4	3	4	4	3	3.3
Fotopoulos	Ioanna	3	3	3	4	3	3	4	3.3
Johnson	Tyrone	3	4	5	3	2	2	3	3.1
Gupta	Arvind	2	3	4	3	2	3	3	2.9
Lopez	Pedro	2	3	2	2	3	2	2	2.3
Kauffman	David	3	3	4	2	2	1	1	2.3
Titus	Joycelyn	2	3	2	2	3	2	1	2.1
Lee	Mei	3	2	1	2	3	2	2	2.1
Class Averages		2.9	3.4	3.4	3.3	3.4	3.3	3.0	3.2

Using a 6-Point Scoring Guide
High: 4.4–6.0
Middle: 2.7–4.3
Low: 1.0–2.6

Using a 5-Point Scoring Guide
High: 3.7–5.0
Middle: 2.4–3.6
Low: 1.0–2.3

Averages for each column appear at the bottom of the report so that you can compare how each student is doing in relation to his or her classmates.

Assembling Differentiated Small Groups

Tip: If you’re using the Traits Writing program, enter Day 2’s Warm-Up activity (grades 3–5) or R.A.F.T.S. activity (grades 6–8) into Trait Tracker’s Assignment List. Then score the papers only for the trait you’re covering that week and generate a Grouping Report to assemble groups for Day 3’s Differentiated Small Groups.

Individual columns are sortable by high-to-low or low-to-high score by clicking the column header, which enables you to see at a glance how students performed in a particular trait and in all traits. This screen shows scores sorted by the Organization trait.

Last Name	First Name	IDEAS	ORG	VOICE	WC	SF	CONV	PRES	Avg
Naseer	Jamahl	3	4	4	6	5	6	3	4.4
LeVertier	Andre	4	4	5	5	5	4	5	4.6
Blongastiner	Andrew	3	3	3	4	5	4	3	3.6
Fotopoulos	Ioanna	3	3	3	4	3	3	4	3.3
Martinez	Jennifer	4	5	4	4	4	5	5	4.4
Jackson	Whitney	3	3	4	3	3	4	4	3.4
Jefferson	Angela	3	4	3	3	4	4	3	3.4
Gupta	Arvind	2	3	4	3	2	3	3	2.9
Johnson	Tyrone	3	4	5	3	2	2	3	3.1
Fitzgerald	Grace	2	3	4	3	4	4	3	3.3
Titus	Joycelyn	2	3	2	2	3	2	1	2.1
Kauffman	David	3	3	4	2	2	1	1	2.3
Lopez	Pedro	2	3	2	2	3	2	2	2.3
Lee	Mei	3	2	1	2	3	2	2	2.1
Class Averages		2.9	3.4	3.4	3.3	3.4	3.3	3.0	3.2

Managing Your Account

- While logged in, click **Account** at the top of any screen to access and change your first name, last name, password, and security question and answer.
- Click **Save** to save your changes and return to the screen you were on when you clicked Account.
- Click **Cancel** to return to the screen you were on, without saving changes.

Logging Out

While logged in, click **Log Out** at the top of any screen to log out. On the popup screen that appears, click **OK** to log out and return to the Log In screen or click **Cancel** to remain logged in and continue working.

