Learning Maps Gradebook

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The FileMaker Learning Maps app is created and maintained by Ian Felgar.

1 Introduction

This guide will help you begin to use the Learning Maps Gradebook in FileMaker. Please note that this is not intended to be an introduction to the philosophy or pedagogy of assessing and teaching using Learning Maps. For professional development around this, please contact Learning Services staff.

This gradebook will allow you to do the following:

- Use four-point rubrics to assess evidence of student learning and track this assessment data
- Summarize student evidence by Learning Map Big Ideas
- Enter Summative Assessment on a Learning Map with evidence automatically listed
- Create printable and emailable reports are MS Word files (docx) or PDF files of:
 - Blank learning maps and assignment rubrics for distribution
 - o Individual student learning maps and rubrics with your assessment and comments
 - Summary lists of learning evidence by student
 - Class spreadsheets showing all student assessment data at a glance

The information in this guide will help you get started with setup and understanding the features of the app. You will require FileMaker Pro version 19 or higher on a Mac to use this app. All Richmond district computers have access to download FileMaker Pro from the Self-Service app.

To get started, it is recommended that you read sections 2.1-2.3 and 6.1.

These will give you a basic idea of the functionality of this app.

2 Definitions/Big Ideas

2.1 Template

Everything begins with a template. Templates are the rubrics that all assessment will be based on. You will need to create one template that has your course learning map and as many others as are necessary to assess student work. Templates can have three types:

- Learning Map: This should be used for your course learning map. You should only have one of these for each class
- <u>Assignment</u>: Use these templates for all assessments that you do during the year. Assignment templates should have some Focus Areas that are unique to that template, as well as others that are linked from the course Learning Map.
- <u>Unit</u>: These function as an intermediate between Learning Maps and Assignments for those who would like a more complex structure to their assessment. For most people, unit templates are not recommended.

2.2 Big Ideas/Focus Areas

These are the "rows" on a rubric. Every template is comprised of multiple Big Ideas/Focus Areas.

2.3 Learning Evidence

Every time you complete an assessment of student learning, it should be entered as new Learning Evidence. Learning Evidence may be assignments, tests, presentations, conferences, term/final evaluations, etc. Each Learning Evidence must use a template that was created in the Template Editor. You may use the same template for multiple entries of Learning Evidence.

3 A Note About Updates

From time to time, updates to the Learning Maps app are available. When an update is available, you will be prompted to install it on launch. *It is always a good idea to install these updates*. The process is quick and will ensure that you always have the latest features and bug fixes. Your previous version will remain on your computer with "BACKUP" added to the beginning of the file name. Once you have updated, you should avoid using a backup file. If all of your data has transferred successfully to the new file, the backup file can be safely deleted. A full changelog for each update can be found in the Tools menu under "About Learning Maps..."

4 Getting Started and Setting Up Classes

There are two ways to set up classes:

- Importing a .mapSetup file provided by your administrator
- Setting up classes manually if a setup file is not available

If you have already used your Learning Maps file for a previous year, do the following:

- 1. If you plan to reuse templates from the previous year, you can export these to a backup folder: Tools Menu > "Create Backup of Data..."
- 2. Completely close the learning maps file
- 3. Make a copy of the file and rename the copy (e.g. "Learning Maps 2018-19.fmp12")
- 4. Store this copy somewhere for safekeeping
- 5. Reopen your working copy of Learning Maps
- 6. If you are prompted for an update, please do this now
- 7. Tools Menu > "Reset App/Delete All Data..."
- 8. Follow the prompts
- 9. After you have set up your new classes, refer to section 6.8 to import the templates you backed up in step 1.

4.1 Importing Classes and Students From a .mapSetup File

- 1. Save the setup file to your desktop
- 2. Open the Learning Maps file and click the blue "Import map data file" button



- 3. Select your .mapSetup file and wait for it to load
- 4. You should now see your classes in the drop-down menu

4.2 Setting Up Classes Manually

- 1. Open the Learning Maps file and click the grey text under the blue button ("Click here to set up classes manually")
- 2. Confirm that the column headings are correct and click Save

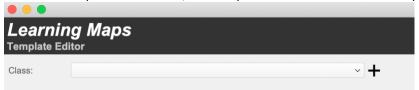


3. Follow the instructions on the next page to add classes and students

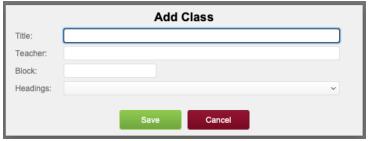
5 Managing Classes and Students

5.1 Adding Classes

1. From the "Template Editor" view, click the plus button next to the class drop down list



2. Fill in the 4 fields and click save. The "Headings" field allows you to specify which direction the columns on your learning maps will go (with either Emerging or Extending on the left)

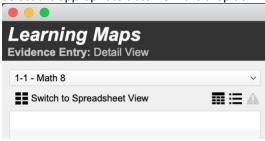


3. Repeat for each class

5.2 Adding Students

Note: You must be in the "Evidence Entry: Detail View" to add students. If you are in the "Template Editor" view, click the blue button at the top right to switch

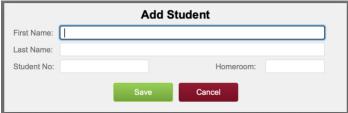
1. Select the appropriate class from the drop down



2. Click the + button at the bottom left



3. Fill in the four fields (all except Homeroom are required) and click save.



4. Repeat for the rest of the class and all other classes as needed

5.3 Editing and/or Withdrawing Students



To edit a student's details, click on the student from the list and use the pencil button.

To withdraw a student from the class, click on the student from the list and use the X button. Withdrawn students can be re-enabled by unchecking "Hide Withdrawn," selecting the student, and clicking the X button again.

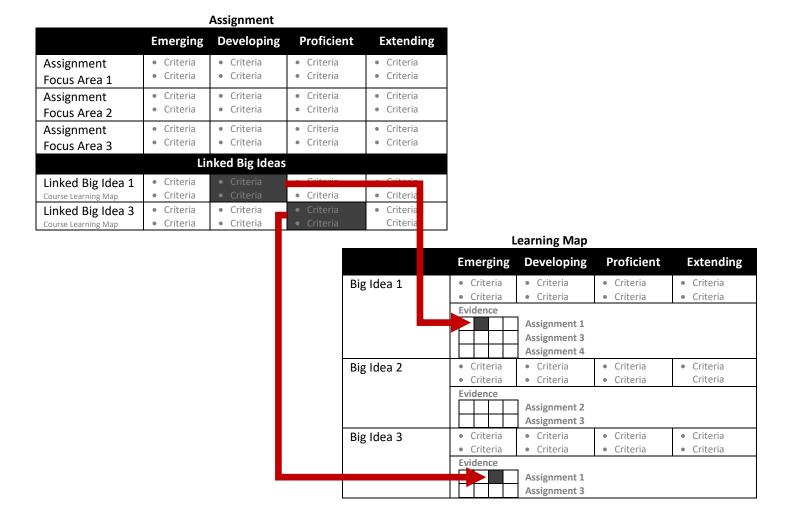
6 Creating and Managing Templates

Templates are created and managed in the "Template Editor" view. If you are in "Evidence Entry" view, click the blue button at the top right of the window to switch.

6.1 An Important Note about Templates: Focus Areas and Linked Big Ideas

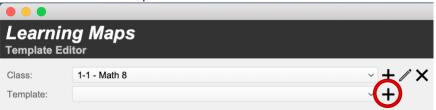
Assignment and Unit templates have two sections as illustrated below. The top section is made up of the Big Ideas and/or Focus Areas that are assessed on the template. For assignment templates, these typically relate to the assignment criteria or content and provide the student with detailed feedback on the learning demonstrated through the assignment. For Unit templates, these are typically related to the unit-specific learning standards. For learning maps, these should be the 3-5 big ideas of the course

The bottom section of an Assignment or a Unit template provides links back to the Learning Map Big Idea(s) to which the assignment relates. These links are vitally important as they are used to create the evidence that is listed on the student's Learning Map and/or Unit assessment. Every Assignment <u>must</u> have both Linked Big Ideas and Focus Areas. The proficiency level you choose on assignments for the Linked Big Ideas will <u>automatically</u> be listed on the Learning Map.



6.2 Creating a New Template

1. Select a class from the drop-down menu and then click the + button next to the Template drop-down



2. Enter the details in the pop-up

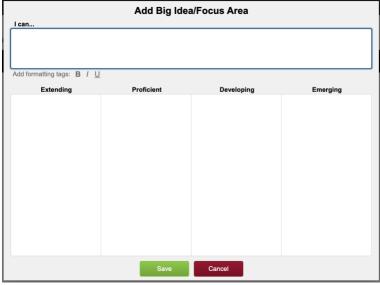


- a. Title: A title that matches the type of rubric you are creating (e.g. Course Learning Map, Essay, Lab, etc.)
- b. Select a type: Learning Map, Unit, or Assignment (see page 1 for more information)
- c. Side Title: Either Big Ideas, Focus Areas, or your own custom text.
- Click "Save"
- 4. You will immediately see the header of your new template

Big Ideas/Focus Areas				
I can [Add New Big Idea/Focus Area]	Extending	Proficient	Developing	Emerging

6.3 Adding Big Ideas/Focus Areas

- 1. Click the blue link on the left side of the black template header ("Add New")
- 2. Fill in the boxes as appropriate. Text entered in the four columns will automatically be converted to bullets as you move the cursor out of each box



- 3. To add formatting (bold, italic, underline) to any text, highlight the text and click the B, I, and U buttons under the "I can" box. This will add tags to your text (e.g. "this text is bold" for bolded text). To remove formatting, simply delete the tags.
- 4. Click Save and repeat this process for each Big Idea/Focus Area

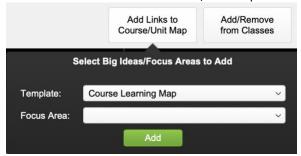
6.4 Reordering, Editing, or Deleting Big Ideas/Focus Areas

Use the buttons under the focus area title to perform these operations. Note that any changes to a template will be applied to all Learning Evidence (past and future) that use that template.



6.5 Adding Linked Big Ideas

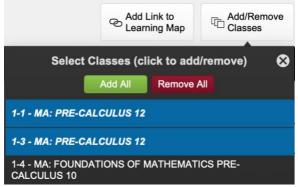
1. Click the white "Add Links to Course/Unit Map" button on the right hand side of the Template Editor View



- 2. Choose the Template and Focus Area that you would like to link
- 3. You will now see it at the bottom of the template

6.6 Using a Template in More than One Class

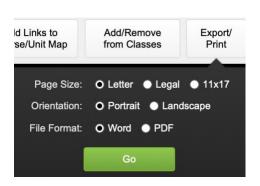
1. Click the white "Add/Remove Classes" button on the right hand side of the Template Editor View

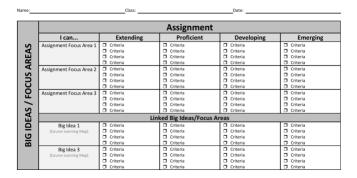


2. Click to select or deselect classes for the current template. You may also use the "Add All" and "Remove All" buttons to add or remove the template from all but the currently selected class.

6.7 Printing Templates

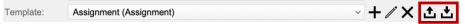
The Export/Print button gives you some options for how you want to print your template. They can be saved as Word or PDF files. An example of the output is shown below.





6.8 Sharing a Template with a Colleague and Importing Shared/Backed Up Templates

On the right-hand side of the Template drop down, there are export and import buttons. The export button will create a file that you can easily email or airdrop to another teacher. The import button will allow you to add a shared/backed up template to your class.



Note 1: When importing templates, they must be imported in this order to preserve linked big ideas:

- 1. Learning Map Template
- 2. Unit Templates
- 3. Assignment Templates

Note 2: Some templates may import with the columns flipped (e.g. Emerging descriptions under Extending). If this occurs, choose Tools > Flip Template Columns from the application menu bar at the top of the screen.

7 Creating and Entering Learning Evidence

After you complete your first-time setup, the app will automatically open to the "Evidence Entry" view. If you are in the "Template Editor" view, click the blue button on the top right of your screen. Every assessment that you want to enter needs to be a separate piece of Learning Evidence.

7.1 Adding Learning Evidence to a Class

- 1. Select the class and term from the drop-down menus
- 2. Click the + button next to the Learning Evidence drop-down menu and complete all fields

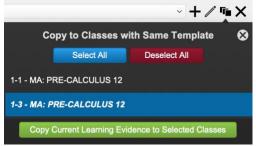


- 3. If this particular learning evidence does not apply to the whole class, choose "Select Students" to choose the relevant students. This can always be edited at a later date using the pencil icon
- 4. If you need to add a new template, this can also be done by clicking the + button. Additionally, the selected template can be viewed and/or edited by clicking the pencil button
- 5. When creating evidence that uses a Learning Map template, you must enter a date range of the evidence to be included and may also choose to add an Overall Summative Proficiency Level
- 6. You may choose to add an "Insufficient Evidence" column should this be needed for your assessment
- 7. Click "Save" when done. The newly created Learning Evidence will now be active

7.2 Copying Learning Evidence to Additional Classes

The Learning Evidence setup created in section 7.1 can be quickly copied to other classes that share the same template.

1. Click the copy button next to the Learning Evidence selector



- 2. Click the classes you wish to copy to (only classes sharing the active template will be visible)
- 3. Click the green button to create a copy of the currently active evidence in each of the selected classes

7.3 Entering Evidence

There are two views for evidence entry: Detail and Spreadsheet. The functionality is very similar between the two, with the spreadsheet view giving you the ability to enter data for the whole class with fewer clicks. See the next page for annotated screen shots of each.

To enter evidence ratings in either view:

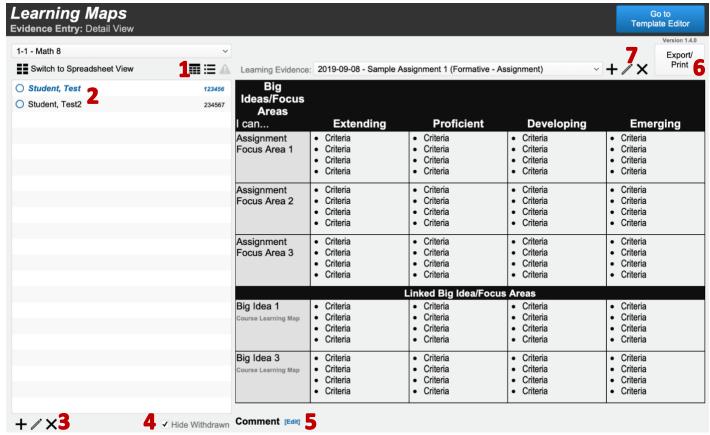
- To select a rating, click the box
- To enter a rating between two proficiency levels, simply click on two neighbouring boxes
- To deselect a highlighted box, click the box
- To change a selected rating, click the new rating

7.4 Completion Symbols

The student list provides you with at-a-glance information about the status of each student's evidence:

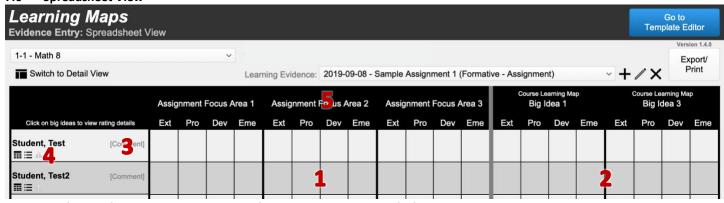
- Learning evidence for this student is partially entered
- Learning evidence for this student is completely entered
- Learning evidence for this student has not yet been entered

7.5 Detail View



- Student Flags:
 - ■Click to hide this learning evidence from a student's learning/unit map evidence list
 - **≡** Click to hide this learning evidence from a student's summary report
 - Click to mark this learning evidence as incomplete
- 2. Click on a student's name to select. The active student is highlighted in blue
- 3. Add new student, Edit selected student, Withdraw selected student
- 4. Check to hide withdrawn students from the list above; uncheck to show them
- 5. Click to add/edit a comment for the selected student
- 6. Open the Export/Print options menu
- 7. Add new evidence, Edit selected evidence, Delete selected evidence (note: this affects ALL students in the class)

7.6 Spreadsheet View

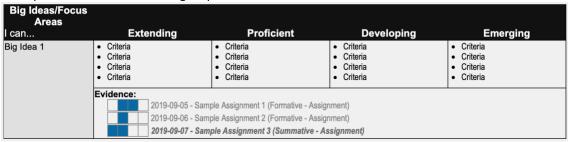


- 1. Left side of grey bar is where you will find the assignment-specific focus areas
- 2. Right side of grey bar is where you will find the linked big ideas
- 3. Click to add/edit a comment for the selected student
- 4. Student flags (see #1 above for more information)
- 5. Clicking on a column heading will display the criteria for all four proficiency levels

7.7 Creating a Learning Map for Term or Year-End Reporting

To assess students on your course learning map, follow these steps:

- 1. Add new Learning Evidence as above using your Learning Map template. Ensure that the Evidence Date Range covers the assignments that you want included in your report. Choose whether you would like to include an Overall Proficiency Level.
- 2. Entry of proficiency levels works the same as entering learning evidence, however the app generates a summary of the linked evidence that you have entered for the selected student to help you in determining your assessment.
- 3. If you chose to include an Overall Proficiency Level, it will appear at the top of the map with a summary of the Big Ideas from the current Learning Map will be displayed. When printed, a highlighted Proficiency Scale graphic will be included at the top of each student's Learning Map.



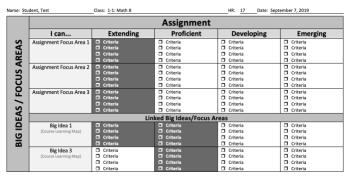
In Spreadsheet view, you can click "Show Evidence" on the top left to display the evidence for each big idea:

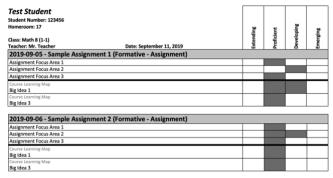
[Hide Evidence]		Big Idea 1			Big Idea 2			Big Idea 3					
Click on big ideas to view	rating details	Ext	Pro	Dev	Eme	Ext	Pro	Dev	Eme	Ext	Pro	Dev	Eme
Student, Test := △	[Comment]												
		2019-09-05 - Sample Assignment 1 (Formative - Assign 2019-09-06 - Sample Assignment 2 (Formative - Assign 2019-09-07 - Sample Assignment 3 (Summative - As							2019-09-05 - Sample Assignment 1 (For 2019-09-06 - Sample Assignment 2 (For 2019-09-07 - Sample Assignment 3 (Si			Formative - Assign	

7.8 Printing Reports

The Export/Print button gives you three report choices along with some options for each type of report. They can be saved as Word or PDF files. You can also choose to run a report for just one student or for the whole class. If you are running reports for the whole class, you will have the option of saving all reports in one file (best for printing) or in individual files (best for emailing and/or uploading to the portal).

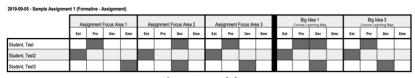
An example of the output of each type of report is shown below:





Individual Map

Summary Report



Class Spreadsheet