

# Administrative and Instructional News [LaProgram.org](http://LaProgram.org)

## STUDENTS



### January Regents Examinations

If you failed a Regents examination or would like to take an exam for a higher grade, you should **take that Regents exam in January**. Please talk with your guidance counselor and register for the exam. This deadline has been updated to ensure timely registration for these important tests.



#### Expecting Exam Invitations

12th graders who did not achieve the College Readiness level in English and mathematics have been registered automatically for the appropriate Regents examination(s). These students who need to take the Regents for a higher grade should expect exam invitation(s).

Students must graduate with a Regents Diploma and must meet CUNY's standards for proficiency in English and math.

#### English

A student can demonstrate college readiness in English with any one of the following assessments:

*Minimum Score Needed*  
 NYS English Regents 75  
 SAT I Verbal 480  
 ACT English 20  
 CUNY Assessment Test  
 Reading 70 and  
 Writing 56

#### Math

A student can demonstrate college readiness in math with any one of the following assessments:

*Minimum Score Needed*  
 NYS Math Regents (any) 80,  
 plus coursework requirement (Integrated Algebra,  
 Geometry, and Algebra 2 and Trig)  
 SAT I Math 480  
 ACT Math 20  
 CUNY Assessment Test  
 Math 1 35 and  
 Math 2 40

## TEACHERS

### Interim Reports

LaGuardia educators have found that Interim Progress Reports can send a strong message about student performance.

You may pick up forms from your department chairperson on Monday, November 4. They are due on Friday, November 8. We expect to send them out on Wednesday, November 13. Parents appreciate your efforts.

## TEACHERS (CONTINUED)

### iPads for Teachers

The following numbers of iPads will be given to teachers to help advance student learning:

- English - 3
- Social Studies - 3
- Visual Art - 3
- Mathematics - 3
- Science - 3
- LOTE - 2
- Physical Education - 2
- Drama/Technical Theater - 1
- Dance - 1
- Other\*

In order for a teacher to be eligible to receive an iPad, he or she must commit to using it in the following ways:

- Use the Skedula iPad app. Use the program to maintain a grade book, take attendance, and do attendance outreach.
- Be open to share best practices of integrating the iPad into daily classroom routines.

If you are interested in taking advantage of this opportunity, speak with Ms. van Keulen in room 261 by Wednesday, November 6.

\*The Music Department has already received iPads for educational use.

### Checking Report Cards on Daedalus

Students received report cards during OP on Wednesday, October 23.

Daedalus is updated every week to reflect the most recent report cards and transcripts. Daedalus can be accessed through a link at the top of the LaProgram.org Web site.

## PARENTS

### Pupil Path



Pupil Path is the online grading system for Skedula. While teachers are undergoing training, this feature is not available to parents.

## Skedula PD Feedback

According to the submitted PD evaluation forms, the Skedula professional development session was considered by most participants relevant and necessary. Most of the participants asked for more such PDs in the near future. The presentation was considered by the majority of the participants to be engaging, and the presenter found to be well informed. Other feedback about the PD can be found to the right:

- Teachers asked for longer sessions of at least 1.5 hours, and they would like the PD to be offered in smaller groups. These smaller groups could be

organized by department or by proficiency level: beginner, intermediate, and advanced.

- The PD lacked a hand-out with simple instruction. An excellent reference sheet has since been made available and will be distributed at future Skedula sessions at LaGuardia.
- There were few requests for the Q&A period to be limited to the end of the session.

# Measures of Student Learning

(40% of Teacher's Evaluation)

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## Fall 2013 Schedule for Annual Midterms



Annual midterms will be administered in eighty minutes over the course of two class periods. Students with extended time will take the midterms in room 323. The testing days follow:

Subject	Testing Days
Science (Lab Thursdays)	Mon., Jan. 13, and Mon., Jan. 20
Social Studies	Tue., Jan. 14, and Tue., Jan. 21
Health	Tue., Jan. 14, and Tue., Jan. 21
World Languages	Tue., Jan. 14, and Tue., Jan. 21
English	Wed., Jan. 15, and Wed., Jan. 22
Mathematics	Wed., Jan. 15, and Wed., Jan. 22
Science (Lab Mondays, Tuesdays, Wednesdays, or Fridays)	Thu., Jan. 16, and Thu., Jan. 23
Studios	Thu., Jan. 16, and Thu., Jan. 23

**Make-up:** The make-up will be offered after school on Friday, January 24.

## ***SKEDULA SAVVY: MIGRATING FROM JUPITER GRADES***

Teachers who are currently using Jupiter Grades or another electronic grade book will be pleased to discover how easy it is to upgrade to Skedula.

**Option 1 (Basic):** Review your students' grade averages so far. Create a single assignment in Skedula called MP1, and input grade averages for the MP1 assignment. If you have added second marking period grades to Jupiter, you may want to use Option 2.

**Option 2 (Advanced):** This is the best option for teachers who have already entered a large number of grades in Jupiter.

a) Print out your Jupiter grade book, and also save a copy in Excel.

b) In Skedula, click on Assignments->Create Assignment. Add all of your assignments to Skedula. Note that you can select for each the appropriate

weighting, category, and classes with which it is associated.

c) The next step is to download Skedula templates for uploading grades. Click on Grade->Gradebook. Click on a cell within the column of an assignment, and click on the left-most option that pops up, which an icon that allows you to upload grades. For each assignment, click on "Download Template."

d) The final step is to copy and paste the grades from your Jupiter Excel file into the downloaded templates and upload those. To upload the templates, simply follow the step above but choose "Browse" and then "Upload" instead of "Download Template."

Teachers who are interested in transferring grades to Skedula may request assistance from Mr. Moore or Mr. Shale in room 201.



A continuation of the hands-on professional development offered by Paul Leboen on October 15 and October 29 will be offered on the following three days:

11/19: 1:30 p.m - 4:30 p.m.

12/20: 9 a.m. - 12 p.m.

1/31: 1:30 p.m. - 4:30 p.m.

The professional development will be held in the Sixth Floor Computer Lab in room 640.

Participants in either of the first two sessions are encouraged to attend future Skedula PDs as well. It is a powerful program filled with useful features, and time learning about these would be well spent.

We are inviting all teachers with a prep or Circular 6 to join us for training during periods 2-5. We strongly encourage you to take advantage of this professional development designed to support the new Teacher Evaluation System. The training will be hands-on and include the following:

- Setting up your grade book
- Migrating grades from alternate grading system
- looking at data (MOSL) to offer assistance to students in need of remediation



If you have any questions regarding information on this page, please call Ms. van Keulen, AP of Data and Technology, at (212) 496-0700 X 2261.