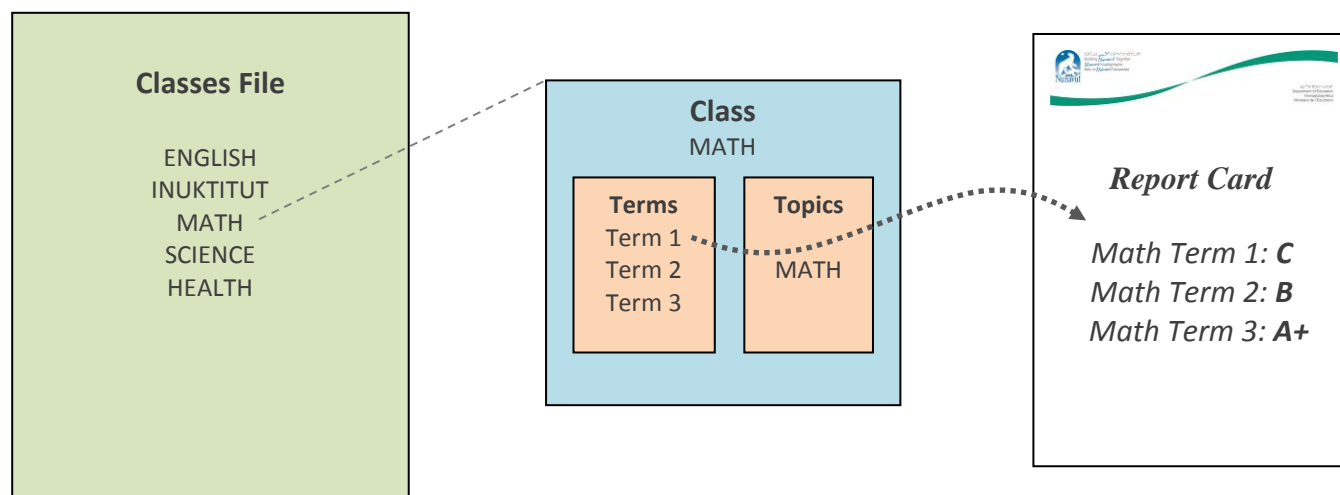


UNDERSTANDING TERMS AND TOPICS

This document explains the concept of **Terms and Topics** and offers rules for determining what the Terms and Topics for are any given class in Maplewood's Classes File. **Term** refers to *reporting terms*. **Topic** is where the teacher enters the mark. Each class needs to know what reporting terms (*Terms*) apply to it and what marks are expected (*Topics*). **The choice of report card for a grade determines what terms and topics to assign for a class in that grade.**



CHOICE OF REPORT CARDS

Currently there are three report card designs available for schools: **Elementary**, **Middle Years** and **Secondary**. *The schools can choose which report card to use for specific grades but the table below shows the suggested grades for each card design.* For example, the school might decide to use the Secondary card for grade nine or Elementary card for all grades K-9.

Use this table to determine what report card you would like to use for each grade.

Report Card	Suggested grades	Terms displayed	Mark Entry	Attendance reporting
Elementary	K-6	Three	Letter grades only	Attendance summary only
Middle Years	7-9	Three	Letter grades or percentage marks	Attendance summary only
Secondary	10-12	Four	Percentage marks only	Attendance by class**

****** attendance reporting by class would require that attendance is collected for each class instead of AM/PM.

The choice of report card then determines what Terms and Topics to assign.

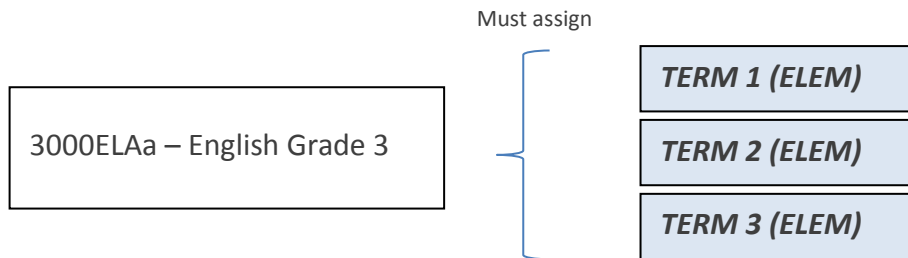
Report Card	Uses these Terms				Uses these Topics
Elementary	TERM 1 (ELEM)	TERM 2 (ELEM)	TERM 3 (ELEM)		K-6 Topics
Middle Years	TERM 1 (ELEM)	TERM 2 (ELEM)	TERM 3 (ELEM)		7-9 Topics
Secondary	FIRST (SEC)	SECOND (SEC)	THIRD (SEC)	FOURTH (SEC)	Mark Topic

UNDERSTANDING TERMS

Term refers to *reporting terms*, a period of time based on which the student is reported on. After you have determined your choice of report card for the grade, you can determine what Terms to assign to a class in that grade.

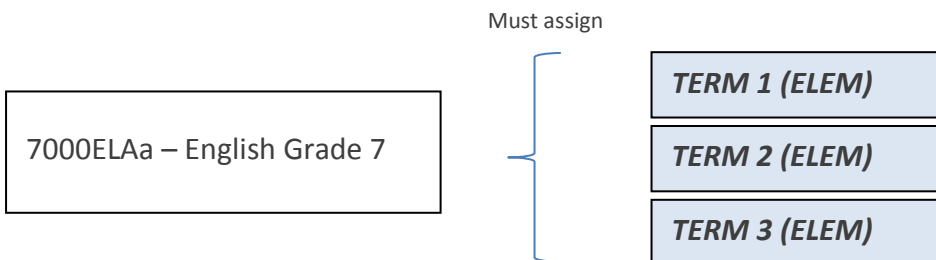
Terms in elementary (K-6) grades

In elementary (K-6) schools, all classes are typically year-long and there are three reporting terms per year. Therefore, all three elementary terms must be assigned to all classes. Let's use a grade three English class 3000ELAA as an example:



Terms in junior high (7-9) grades

In junior high, all classes are typically year-long and there are three reporting terms per year (just like K-6). Therefore, all three elementary terms are assigned to all classes. **NOTE: if you chose to use the Secondary card design for junior high grades, then you must use the SEC terms.**



Terms in senior high (10-12) grades

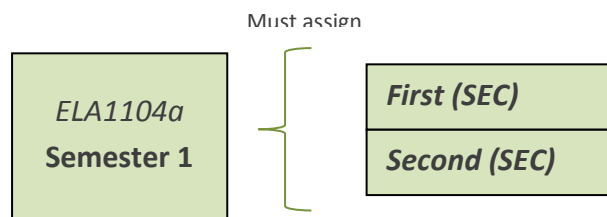
In senior high school, there are classes that span the first semester, second semester, or full year. Semestered high schools typically have four reporting terms per year – two per semester.

The following secondary school terms are available in Maplewood:

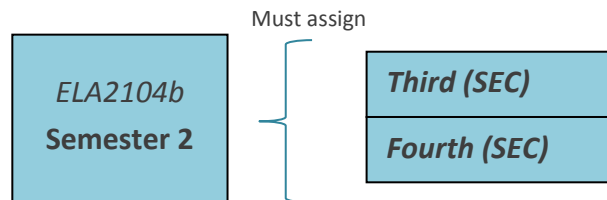
Term name	Term identifier	Description		
Secondary Term 1	First (SEC)	The first reporting term, typically ending half way through semester one.	Semester one	FULL YEAR
Secondary Term 2	Second (SEC)	The second reporting term, typically ending at the end of semester one.		
Secondary Term 3	Third (SEC)	The third reporting term, typically ending half way through semester two.	Semester two	
Secondary Term 4	Fourth (SEC)	The fourth reporting term, typically ending at the end of the year.		

Use the following term assignment based on the duration of the senior high class:

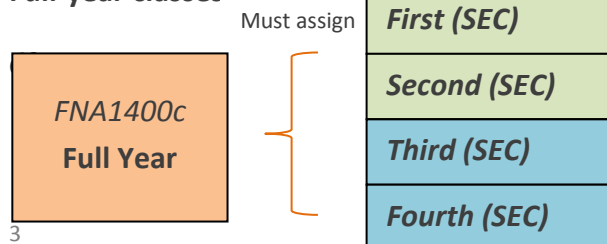
Semester one classes:



Semester two classes:



Full-year classes:



UNDERSTANDING TOPICS

Topic is where you put the mark, be it a letter grade or a percentage mark. It is the placeholder for the mark provided by teacher for a subject or for a course. A Topic must be assigned to each class so that a mark can be entered. However, the Topic **cannot be selected randomly**; the Topic must correspond to the report card chosen (see page one) so that the report card can find and display the mark correctly.

Grade K-6 Topics

The K-6 Topics allow letter grade entry only and are used by the Elementary report card.

Topic Name	Assign to K-6 class for:	Mark Entry
Aulajaaqtut (K-6)	Aulajaaqtut	Letter grade only
Baking (K-6)	Baking	Letter grade only
Computer Science (K-6)	Computer Science	Letter grade only
Cooking (K-6)	Cooking	Letter grade only
Cultural Arts (K-6)	Cultural Arts/Nunavut Culture Studies	Letter grade only
Drama (K-6)	Drama	Letter grade only
English and Language Arts (K-6)	English and Language Arts/English Second Language	Letter grade only
Fine Arts (K-6)	Fine Arts	Letter grade only
French (K-6)	French/French Second Language	Letter grade only
Health (K-6)	Health	Letter grade only
Home Economics (K-6)	Home Economics	Letter grade only
Inuktitut (K-6)	Inuktitut/Inuktitut Second Language	Letter grade only
Inuktitut Guided Reading (K-6)	Inuktitut Guided Reading	Letter grade only
Inuinnaqtun (K-6)	Inuinnaqtun/Inuinnaqtun Second Language	Letter grade only
Mathematics (K-6)	Mathematics	Letter grade only
Music (K-6)	Music	Letter grade only
Physical Education (K-6)	Physical Education	Letter grade only
Science (K-6)	Science	Letter grade only
Sewing (K-6)	Sewing	Letter grade only
Social Studies (K-6)	Social Studies	Letter grade only
Woodshop (K-6)	Woodshop	Letter grade only

Grade 7-9 Topics

The 7-9 Topics allow both letter grade entry and percentage mark entry. They are used by the Middle Years report card.

NOTE: if you chose to use the Secondary card design for junior high grades, then you must use the **Mark** topic instead of any of the Topics listed below.

Topic Name	Assign to grade 7-9 class for:	Mark Entry
Aulajaaqtut (7-9)	Aulajaaqtut	Letter grade OR percentage
Baking (7-9)	Baking	Letter grade OR percentage
Computer Science (7-9)	Computer Science	Letter grade OR percentage
Cooking (7-9)	Cooking	Letter grade OR percentage
Cultural Arts (7-9)	Cultural Arts	Letter grade OR percentage
English and Language Arts (7-9)	English and Language Arts/English Second Language	Letter grade OR percentage
Fine Arts (7-9)	Fine Arts	Letter grade OR percentage
French (7-9)	French	Letter grade OR percentage
Health (7-9)	Health	Letter grade OR percentage
Inuktitut (7-9)	Inuktitut	Letter grade OR percentage
Inuinnaqtun (7-9)	Inuinnaqtun	Letter grade OR percentage
Mathematics (7-9)	Mathematics	Letter grade OR percentage
Physical Education (7-9)	Physical Education	Letter grade OR percentage
Science (7-9)	Science	Letter grade OR percentage
Sewing (7-9)	Sewing	Letter grade OR percentage
Social Studies (7-9)	Social Studies	Letter grade OR percentage
Woodshop (7-9)	Woodshop	Letter grade OR percentage

Grade 10-12 Topics

In grades 10-12 there is only one topic to assign, **Mark**. The Secondary report card uses the Mark topic. The only exception is grade 12 Social Studies which also has a **Project** topic. The Mark and Project topics allow percentage marks only.

Topic Name	Assign to grade 10-12 class for:	Mark Entry
Mark	ALL SENIOR HIGH COURSES IN GRADES 10-12	Percentage mark only
Project	SST3152 and SST3154 -SST3152 and SST3154 get both Mark and Project topics -the weight for Mark topic should be set to 70 -the weight for Project topic should be set to 30	Percentage mark only