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| *Job Savvy*, Sixth Edition | | | | | | | | | | | | | | | | | |  |
| Grading Sheet | | | | | | | | | | | | | | | | | |  |
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| **Instructions**: The section on Tools for Assessing Student Progress offers suggestions about the resources you can use for assessing student progress. The columns labeled “Chap.” 1-13 can be used to change the points you want to assign to categories in each chapter. You may decide there are some categories you do not want to use for particular chapters so just assign 0 points to chapters in that category. You might also decide you want to assign specific tasks to some chapters but not others. The template is designed to provide you with flexibility to select the categories and tasks you want for each chapter. The points for exams can also be changed but they were placed in the template at their current location because Exam 1 covers chapters 1-6 and Exam 2 covers chapters 7-13. Once you have the points assigned for each chapter, you can copy them to the Student Grading Sheet and then calculate the points for each student. The use of 1300 points is to allow for 100 points per chapter and to avoid dealing with decimals in assigning points. This template will let you change total points and percentages for each category as you change points for each chapter. | | | | | | | | | | | | | | | | | |  |
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| ***JOB SAVVY* MASTER GRADING SHEET** | | | | | | | | | | | | | | | | | |  |
| Possible Grading Activities | Points | Percent | Chap. 1 | Chap. 2 | Chap. 3 | Chap. 4 | Chap. 5 | Chap. 6 | Chap. 7 | Chap. 8 | Chap. 9 | Chap. 10 | Chap. 11 | | Chap. 12 | | Chap. 13 |  |
| Video | 65 | 5% | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | 5 | |  |
| Journal Activity | 130 | 10% | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | 10 | |  |
| Case Study | 130 | 10% | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | 10 | |  |
| Workbook Activity | 260 | 20% | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | 20 | |  |
| Group Activity | 65 | 5% | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | 5 | |  |
| Quiz | 130 | 10% | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | 10 | |  |
| Exams | 520 | 40% | 0 | 0 | 0 | 0 | 0 | 240 | 0 | 0 | 0 | 0 | 0 | 0 | | 280 | |  |
| **Total** | 1300 | 100% | 60 | 60 | 60 | 60 | 60 | 300 | 60 | 60 | 60 | 60 | 60 | 60 | | 340 | |  |
| (Continues to next page) | | | | | | | | | | | | | | | | | |  |

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| ***JOB SAVVY* STUDENT GRADING SHEET** | | | | | | | | | | | | | | | | |
| Possible Grading Activities | Points | Percent | Chap. 1 | Chap. 2 | Chap. 3 | Chap. 4 | Chap. 5 | Chap. 6 | Chap. 7 | Chap. 8 | Chap. 9 | Chap. 10 | Chap. 11 | Chap. 12 | Chap. 13 | Student |
| Video | 65 | 5% | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 65 |
| Journal Activity | 130 | 10% | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 130 |
| Case Study | 130 | 10% | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 130 |
| Workbook Activity | 260 | 20% | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 260 |
| Group Activity | 65 | 5% | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 65 |
| Quiz | 130 | 10% | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 130 |
| Exams | 520 | 40% | 0 | 0 | 0 | 0 | 0 | 240 | 0 | 0 | 0 | 0 | 0 | 0 | 280 | 520 |
| **Total** | 1300 | 100% | 60 | 60 | 60 | 60 | 60 | 300 | 60 | 60 | 60 | 60 | 60 | 60 | 340 |  |
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