

Administering & Grading on Juno

Big Picture

Juno is a platform *within* Jupiter for administering/grading tests that sync with your gradebooks. It's a good way to leverage technology to replace paper-administered tests, quizzes, Do Nows, or Exit Tickets. Each test or lesson given in Juno is called a **pod**. These directions will teach you how to take an existing pod that has been created for you and administer it to your class.

What won't be covered today is how to create your own pods. Juno is predicated on students being able to log into their Jupiter accounts; it isn't available at all our middle schools. The operational lift is actually small (and will be addressed separately from our discussion about Juno).

Setting up the test

1) Log into Jupiter and click the **Juno** tab. You should see **My Pods**, and it is your de facto home screen while you are in Juno.

2) Before you start using pods, you need to sync your gradebook by going to **Setup > Students & Classes > Sync Gradebook > Sync Now**.

(This step is necessary the first time you use Juno and again if your roster changes. It's up to you if you want to sync every night.)

3) Now Juno can recognize which students/classes you teach. But you still don't have access to any pods. To find an existing pod (which only works if it's been shared with you by its creator), click **Pod > Browse Pods**.

4) By default, you should see a list of pre-existing pods, but they're pre-created content we ignore for now. On the first drop-down, select your school. Then, select your grade and your subject area (English Language Arts). Click on the pod you want (6th Grade Grammar Review), and click **Get It**.

Now you own this pod, so it appears whenever you navigate back to the Juno home screen (My Pods).

5) You assign the pod to the appropriate class/students. (Although you own this pod, it doesn't mean it's been disseminated to your students). To disseminate it, click on the pod, and you should see your classes listed in white bubbles. Select the appropriate class and check off the students in this class to administer the test to them. Click **Save**.

The students you checked can take the pod as test-takers.

6) You also have options to configure the test—set a timer, allow kids to see their scores, etc.

During the test

7) Make sure students know how to log into Jupiter. They must go to Jupitergrades.com, then input their name and password. Please ask your Ops-Tech Associate if your students can log into Jupiter.

8) Once they're logged in, they navigate to **Tests & Lessons** on the left-hand side of their screens. They click on the pod you want them to take.

9) Allow students to take the pod. You can follow their progress on your screen by clicking on the pod from Pod > My Pods.

After the test: Grading

10) When testing is finished, all questions except for open response questions are auto-graded. You can check analytics by clicking on the pod and going to **Scores > Analytics**.

11) If there are any open response questions that require teacher grading, you will be prompted to grade them when you click on the pod (from Pod > My Pods). On the Juno home screen or My Pods, you should see a colored dot next to the pod.

red dot = requires grading or students still need to take the pod

purple dot = some open responses still need to be graded

gray dot = no more grading required

After the test: Loading grades to Jupiter

12) Go back to Jupiter by clicking **Gradebook**. You are now out of Juno and back to the familiar world of Jupiter.

13) Administering the test in Juno did not mean those grades were auto-synced to Jupiter, so you need to do it. As you would for any other test, you must create a new assignment in your Jupiter gradebook for this pod. Click **Grades > Assignment > New**. Then fill in a name, a due date, a category, and a weight.

Important: Make sure you select **Input as points**. The **out of** value should be the same value as the number of points possible in the Juno pod.

14) Once the assignment is created, you should click the **Juno** button in the top-right (just under, but not on the Navigation bar).

15) You should see a window where you can “load as.” Click **load**, populating grades from Juno to the Jupiter assignment. You now have Juno grades in your Jupiter gradebook.



When to Use Juno

We can use Juno to assess the grammar and/or writing skills of scholars, offer feedback more quickly, and use data to design targeted instruction.

We can use Juno for the following parts of a lesson:

- Grammar Quiz
- Do Now
- Exit Ticket

Implementing Juno

1. Access a pod that my Curriculum Specialist has shared/published
2. Positively Frame and Roll Out Juno for my scholars
3. Identify actual pitfalls and Troubleshoot
4. Grade short answers on Juno
5. Load grades from Juno to my Jupiter gradebook
6. Use analytics to provide more targeted instruction